

# UNIT 15 Summary test

## Reading

EXERCISE 1 Match a phrase from column A and a phrase from column B to form a complete sentence.

Column A	Column B
1 Do you think _____	A they are probably not listening to what you are saying.
2 In 1885 _____	B we have pleasure in enclosing our information pack.
3 Please accept our apologies for _____	C you could check my hotel booking?
4 The goods will be ready for shipment 3 to 4 weeks _____	D I have investigated the problems she raised about health and safety.
5 If someone keeps looking out of the window when you're talking, _____	E the company had more than 5000 employees.
6 I'm quite sure that _____	F from receipt of your written order.
7 In answer to your enquiry _____	G payment of our invoice has not been received.
8 I'd like to reconfirm _____	H the delay in despatching your order.
9 As requested by Ms Renoir, _____	I my seat on flight TR 998.
10 According to our records, _____	J the figures I quoted were accurate.

EXERCISE 2 Fill in the gaps in the following texts using the words or phrases in the box. Do not use a word or phrase more than once.

It was agreed that the cause of the (1) \_\_\_\_\_ was very simple. The equipment used to deliver the components to the (2) \_\_\_\_\_ has been in need of an (3) \_\_\_\_\_ for some time. We had decided to (4) \_\_\_\_\_ a fully automated robot system but there were insufficient (5) \_\_\_\_\_ engineers to run it if significant problems arose.

A good chairperson should start the meeting on time and (6) \_\_\_\_\_ to the agenda. Everyone should be given a chance to (7) \_\_\_\_\_ their views and individuals should not be allowed to (8) \_\_\_\_\_ the discussion. It's not important for everyone to (9) \_\_\_\_\_ the chair but order should be maintained. Allow time for (10) \_\_\_\_\_ to be considered before the meeting is drawn to a close.

We are presently (11) \_\_\_\_\_ new graduates as management trainees. Prospects for (12) \_\_\_\_\_ on completion of the training programme are excellent. (13) \_\_\_\_\_ will be selected for an initial assessment and those who are then (14) \_\_\_\_\_ will be invited to return for a second interview. If you are interested please submit a full C.V. including the names of three (15) \_\_\_\_\_ .

contribute	short-listed	stick	assembly line	dominate
promotion	install	any other business	overhaul	recruiting
referees	maintenance	breakdown	applicants	address