

## 1º SEC – Inglés

**NAME AND SURNAME**

**DATE**

**1. A business person is looking for a hotel in Paris. Complete the dialogue with suitable words for each gap.**

- A: Where .....(1) The hotel?  
B: ..... not far from the centre of Paris. It ..... (2) a great view of The Eiffel Tower.  
A: .....(3) Rooms does it have?  
B. About two hundred.  
A: ..... (4) restaurants?  
B: Yes, ..... (5) one . It's a typical French restaurant.  
A: And ..... (6) a fitness centre?  
B: No, ..... , (7) but ..... (8) a swimming-pool.  
A: ..... (9) the meeting room big?  
B: Yes, ..... .(10) Big enough for eight to ten people.

**2. Write questions for the following answers using *like* and *would like*.**

- a) \_\_\_\_\_ ? Yes, please. What have you got?  
b) \_\_\_\_\_ ? Just stay at home .  
c) \_\_\_\_\_ ? No thanks.  
d) \_\_\_\_\_ ? Go somewhere and see something different.  
e) \_\_\_\_\_ ? I prefer playing tennis.

**3. Write sentences using the following verbs. Make sure that the meaning of the verb fits perfectly within the sentence.**

To own \_\_\_\_\_

To improve \_\_\_\_\_

To recruit \_\_\_\_\_

To lay off \_\_\_\_\_

To look for \_\_\_\_\_

To expand \_\_\_\_\_

**4. Elizabeth Cortés is attending a conference in Rio de Janeiro. Write questions for the following answers. Remember you must use Present Continuous for expressing future time since Elizabeth has everything arranged!**

- a) \_\_\_\_\_ ? On Wednesday.
- b) \_\_\_\_\_ ? From Boston.
- c) \_\_\_\_\_ ? At midday.
- d) \_\_\_\_\_ ? Her husband.
- e) \_\_\_\_\_ ? At the Ramada Hotel.
- f) \_\_\_\_\_ ? One night.
- g) \_\_\_\_\_ ? At 7.30.

**5. Write the passive of the following sentences:**

The company carries out 12,500 jobs every day

\_\_\_\_\_

The company gives its employees 30 days of holidays.

30 \_\_\_\_\_

We arrange schedules up to 4 days in advance.

\_\_\_\_\_

Se paga muy bien a los trabajadores en esta empresa.

\_\_\_\_\_

**6. Write the following numbers in words:**

1. 256
2. 1998
3. 78,340
4. 132.70 €
5. 1,664

**7. Match the jobs in the list with the description below:**

managing director

purchasing manager  
personal assistant  
sales representative  
training officer  
laboratory technician  
quality control manager

1. I organize training courses for members of staff.
2. I set up the equipment and do experiments and tests.
3. I am the senior executive.
4. I check that products are made to the right standards.
5. I visit customers and try and increase business.
6. I work with the Manager Director. I am responsible for his diary, organize his travel, and take his calls for him.
7. I buy everything the company needs, from raw material to stationary.

**8. Peter and Claire are discussing their plans for the weekend. Complete the spaces using an appropriate form of the words in brackets, as in the example.**

P: What **are you doing** this weekend?(you/do)?

C:.....away. (I/go)?

P: Where.....? (you/go)

C: London

P: How.....there? (you/get)

C:.....a plane. (We/take)

P: Where.....? (you/stay)

C: At a small hotel near the river

P: What about you. What.....? (you/do)

C:.....some friends. (we/visit)

P: When.....? (You/leave)

C: On Saturday morning and.....back on Monday. (we/come)

P:.....with you? (Michael/go)

C: No. ....as usual. .... my sister.(he/work), (I/take)

P: Well, have a good weekend!

C: You too!

9. Write a dialogue about the following situation. You are in a congress in Helsinki. You have an English friend living there and you want to meet him up. Phone him to see his availability.