

TEST UNITS 1 TO 10



■ Exercise A: Multiple Choice Marks: / 40

Please circle the correct answer.

⊗ Example: _____ is Marie at the moment?
a. What **b.** Which **c.** Where **d.** Who

1. Are _____ from the financial department?
a. you **b.** he **c.** I **d.** it
2. Where are you _____?
a. is **b.** from **c.** to **d.** an
3. _____ Peter in this company?
a. Are **b.** Do **c.** Is **d.** Goes
4. _____ are secretaries.
a. She **b.** It **c.** He **d.** We
5. Is there _____ bank near here?
a. an **b.** those **c.** a **d.** these
6. Those are your diskettes and _____ are my diskettes.
a. this **b.** that **c.** it **d.** these
7. _____ is your name?
a. When **b.** Who **c.** What **d.** Why
8. We have three cassettes. They are _____ cassettes.
a. there **b.** our **c.** you **d.** for
9. This room is not modern. It's very _____.
a. fast **b.** big **c.** old **d.** new
10. Diana's very beautiful. _____ hair is long.
a. His **b.** My **c.** Their **d.** Her

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11. _____ two chairs in this office?
a. Are there **b.** There is **c.** There isn't **d.** There aren't
12. We are millionaires. We _____ a lot of money!
a. has **b.** are **c.** can **d.** have
13. _____ many managers in my company.
a. There are **b.** There is **c.** We is **d.** They are
14. _____ we have some coffee, please?
a. Are **b.** Got **c.** Could **d.** Have
15. Robert _____ type very fast.
a. has **b.** needs **c.** goes **d.** can
16. "_____ is your English?" "Very good."
a. Who **b.** How **c.** What **d.** There
17. _____ I help you?
a. Have **b.** Where **c.** Much **d.** Can
18. _____ much is it?
a. How **b.** What **c.** Who **d.** Many
19. What _____ you like to eat?
a. are **b.** can **c.** could **d.** would
20. How _____ dollars are there in the bank?
a. much **b.** any **c.** some **d.** many

■ Exercise B: Answering Questions Marks: / 20

Please answer these questions.

☒ Example: Can John work today? No, he can't.

1. Are you American? _____

2. Would you like some coffee? _____

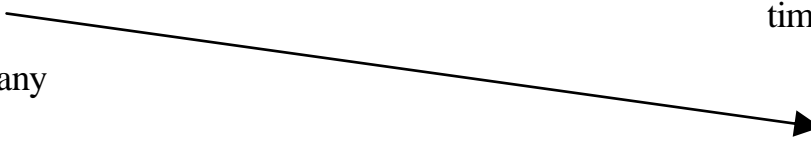
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3. Is Rose a receptionist? _____
4. How many secretaries are there in your office? _____
5. Can Henry and Jim speak Spanish? _____

■ Exercise C: Questions Marks: / 10

Please match a line in "A" with a line in "B".

A	B
How much	is the meeting room?
What	diskettes are there in your drawer?
Where	has more experience in exports?
What	time is the meeting?
How many	is the coffee?
Who	is your name?



■ Exercise D: Numbers Marks: / 10

Please write the numbers.

4	<i>four</i>	8		<i>13</i>	
12	<i>twelve</i>	9		<i>15</i>	
5		<i>10</i>		<i>16</i>	
7		<i>11</i>		<i>20</i>	

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■ Exercise E: Verbs

Marks: / 20

Please write these verbs in the gaps: "be, have, go, type, eat, like, drink, meet, speak" and "build."

⊗ Example: Wendy always helps Andrea.

1. Sam never _____ pizza.

2. You _____ a good student.

3. Marina _____ a big desk and a computer.

4. They _____ their boss.

5. James _____ German and French.

6. They _____ very fast.

7. We can't _____ the factory. We have no money!

8. Pleased to _____ you.

9. Sam _____ wine every day.

10. I can't _____ to New York because it's very expensive.

Students' Name: _____

Date: _____

Mark: _____

/100

TEST UNITS 11 TO 20



■ Exercise A: Multiple Choice Marks: / 20

Please circle the correct answer.

- ☒ Example: _____ desk is yours?
a. What **b.** Which **c.** Where **d.** Who
1. Does _____ recommend an investment in American dollars?
a. you **b.** he **c.** I **d.** it
2. We are _____ Australian corporation.
a. is **b.** from **c.** to **d.** an
3. They _____ executives.
a. aren't **b.** don't **c.** is **d.** isn't
4. Peter and Mary have a Mercedes Benz. _____ car is very good!
a. She **b.** It **c.** Their **d.** Hers
5. _____ is your boss's name?
a. What **b.** Who **c.** Whose **d.** Which
6. _____ some notepads on my desk.
a. There is **b.** There are **c.** They are **d.** They is
7. _____ is your secretary?
a. When **b.** Who **c.** What **d.** Why
8. How _____ money have you got?
a. there **b.** many **c.** have **d.** much
9. "_____ is this computer?" "It's mine."
a. Who **b.** Where **c.** How **d.** Whose
10. Wendy _____ very well.
a. typing **b.** types **c.** to type **d.** type

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11. "What _____ you like?" "I'd like a whisky, please"
a. would **b.** do **c.** have **d.** does
12. _____ he prefer Coke or Pepsi?
a. Does **b.** Has **c.** Can **d.** Do
13. Peter _____ travel next week.
a. do **b.** likes **c.** can't **d.** don't
14. Ethel _____ a coffee machine on her desk.
a. have it **b.** got have **c.** have got **d.** has got
15. _____ one of these is yours?
a. Which **b.** What **c.** How **d.** Why
16. "Nice to meet you." "How do you _____."
a. pleased **b.** do **c.** see **d.** are
17. Are these cases _____?
a. of Sam **b.** Sam's **c.** Sams **d.** Sam'
18. These red pens are mine. Now, whose are those black _____?
a. one **b.** one's **c.** ones' **d.** ones
19. This book is mine but those are _____.
a. theirs **b.** their **c.** they're **d.** they
20. How _____ coffee do you drink every day?
a. much **b.** any **c.** few **d.** many

■ Exercise B: Negative Sentences Marks: / 20

Please make these sentences negative.

☒ Example: Cindy can drive. Cindy can't drive.

1. Computers are expensive. _____
2. I would like some coffee. _____

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3. Mary understands French. _____
4. There is some whisky here. _____
5. Henry could go home. _____

■ Exercise C: The Time Marks: / 10

Please link the three columns.

Ten thirty	9.40	Twenty past ten.
Ten forty-five	10.20	Quarter past ten.
Ten fifteen	10.15	Quarter to eleven.
<i>Eleven</i> →	<i>11.00</i>	Half past ten.
Nine forty	10.30	Twenty to ten.
Ten twenty	10.45	<i>Eleven o'clock.</i>

■ Exercise D: Numbers Marks: /15

Please write these numbers.

10 **T e n** _____

80 _____

90 _____

500 _____

50 _____

1000 _____

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■ Exercise E: Countable & Uncountable Nouns Marks: /20

Please link these three columns.

How much	people work at your office?	Only two. One for my wife and one for me.
How many	tickets do you need, sir?	<i>Just a little. Two or three days more.</i>
How many	water is there in the glass?	There's a lot.
<i>How much</i>	coffee do you drink every day?	Just a few. There's Sam, Alice and me.
How much	clients do you have?	Many. Around 120 in the US and Asia.
How many	<i>time do you need for the project?</i>	Three or four cups.

■ Exercise F: Days of the Week Marks: / 15

Write the days of the week in the correct order. Please write in BLOCK CAPITALS.

<i>SUNDAY</i>			
		<i>SATURDAY</i>	

TEST UNITS 21 TO 30



■ Exercise A: Multiple Choice

Marks: / 40

Please circle the correct answer.

- ☒ Example: _____ is waiting outside?
a. What **b.** Which **c.** Where **d.** Who
1. Stan Jones is working _____.
a. every year **b.** yesterday **c.** every day **d.** now
2. _____ is Mary with?
a. Who **b.** Why **c.** When **d.** How
3. _____ Peter work in this company?
a. Are **b.** Does **c.** Is **d.** Do
4. _____ model will you buy?
a. How **b.** Which **c.** Where **d.** Why
5. Does this account _____ any interest?
a. change **b.** deposit **c.** invest **d.** bear
6. These folders are for me and those are for _____.
a. his **b.** you **c.** it **d.** your
7. _____ are we going to arrive to London?
a. How **b.** Who **c.** What **d.** Which
8. Candy's sitting _____ the house.
a. under **b.** outside **c.** between **d.** in front
9. Please put Mr Smith _____ to extension 74.
a. hold **b.** in **c.** by **d.** through
10. They _____ understand how the company works.
a. haven't **b.** don't **c.** isn't **d.** doesn't

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11. We _____ be in Manchester by seven tonight.
a. are there **b.** not will **c.** are going **d.** will
12. I never _____ my friends on the company phone.
a. call **b.** am calling **c.** don't call **d.** have call
13. _____ much time will you need to repair the motor?
a. How **b.** Long **c.** Who **d.** When
14. Can _____ have some coffee, please?
a. my **b.** me **c.** us **d.** we
15. The meeting is at _____.
a. a quarter to seven **b.** seven to a quarter **c.** a past quarter of seven **d.** seven and a quarter
16. Do you _____ a laser printer?
a. got **b.** has **c.** have **d.** haven't
17. You have to pay a _____ of 12 pounds for our services.
a. card **b.** personal **c.** account **d.** fee
18. _____ can I help you?
a. How **b.** What **c.** Who **d.** Many
19. Please call Ruth. I need _____.
a. he **b.** him **c.** she **d.** her
20. Do you have _____ cash?
a. a lot **b.** any **c.** nothing **d.** many

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■ Exercise B: Questions

Marks: / 20

Please write questions for each of these answers.

⊗ Example:

Can you help Andrea, please?

Of course I can.

1. _____

Yes, I do.

2. _____

No, I haven't
got any.

3. _____

Yes, I would
like some.

4. _____

I think he's
from London.

5. _____

The meeting is
at ten to six.

■ Exercise C: Present Simple & Continuous

Marks: / 10

One sentence is correct and two are wrong. Please write a "W" beside the wrong sentences and a tick (✓) beside the correct one.

⊗ Example:

Do you don't like the cinema? W

Do you like the cinema? ✓

Are you liking the cinema? W

1. Sue is busy. She talks to a client.
Sue is busy. She's talking to a client.
Sue is busy. She talk to a client.

2. What do you usually do after lunch?
What are you usually doing after lunch?
What are you usually do after lunch?

3. He types around 60 letters every day.
He's typing around 60 letters every day.
He typing around 60 letters every day.

4. What are you reading at the moment?
What do you read at the moment?
What read you at the moment?

5. Alexander never arrive on time.
Alexander never arrives on time.
Alexander's never arriving on time.

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■ Exercise D: Telephoning

Marks: / 20

Please write what the operator says in this dialogue.

O GT Co. Good morning.

Y Good morning.

O _____

Y I'd like to speak to Al Stern, please.

O _____

Y I'm afraid I can't remember.

O _____

Y Let me check...here it is No. 334.

O _____

Y Right.

O _____

Y OK. I'll call back later, then. Thanks.

■ Exercise E: Auxiliaries

Marks: / 10

Please link the three columns.

Am	you planning to hire somebody else?	I'm afraid not.
Are	I going to be promoted, sir?	He's doing it now.
Isn't	you got any problem?	She doesn't.
Doesn't	it need a new engine?	Yes, a new driver.
Have	Alex repairing my disk drive?	Yes. Can you help me?
Does	Victoria understand Dutch?	I don't think so.

TEST UNITS 31 TO 40



■ Exercise A: Multiple Choice Marks: / 40

Please circle the correct answer.

- ☒ Example: _____ does Candy live?
a. What **b.** Which **c.** Where **d.** Who
1. I must _____ this cheque today.
a. check **b.** rate **c.** buy **d.** cash
2. He's driving _____ the street.
a. under **b.** along **c.** of **d.** at
3. He often _____ breakfast in bed.
a. is having **b.** has got **c.** have **d.** has
4. Could you please give me the dollar / pound exchange _____?
a. change **b.** rate **c.** average **d.** cost
5. He drives very _____.
a. badly **b.** terrible **c.** too bad **d.** bad
6. Employees need _____ working conditions.
a. proper **b.** properly **c.** well **d.** neatly
7. John never arrives late. He's _____ on time.
a. ever **b.** rarely **c.** always **d.** often
8. Put on a _____ under your jacket. It's cold.
a. sweater **b.** tie **c.** raincoat **d.** sock
9. It's a _____ skirt.
a. dark cotton blue **b.** dark blue cotton **c.** blue cotton dark **d.** cotton blue dark
10. Tim is a good squash player. He _____ wins.
a. usually **b.** never **c.** seldom **d.** occasionally

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11. Trevor and Anthony rarely _____ about personal matters.
a. talk **b.** talking **c.** talks **d.** are talking
12. I sometimes _____ our Chicago branch on the company phone.
a. call **b.** am calling **c.** don't call **d.** have call
13. Henry works slowly but Hank works _____.
a. careful **b.** fastly **c.** fast **d.** slow
14. How _____ metres are there to a kilometre?
a. often **b.** much **c.** many **d.** little
15. Kate always _____ to work by car.
a. is going **b.** goes **c.** go **d.** does go
16. "Could you buy some envelopes for me, please?"
"Yes, which _____ do you want?"
a. ones' **b.** one's **c.** ones **d.** one
17. Some _____ in this company aren't pleased with their salary.
a. people **b.** personal **c.** person **d.** personnel
18. I _____ to Italy for my holidays.
a. am going to travel **b.** go to travel **c.** to travel **d.** am going travel
19. Kate works carefully but _____.
a. at slow **b.** slowing **c.** slow **d.** slowly
20. "Do you live in Wales?"
"Yes, _____"
a. I live **b.** I do **c.** please **d.** I am

■ Exercise B: Questions Marks: / 20

Please write questions for each of these answers.

⊗ Example: Where do you live? Near Southampton Row.

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1. _____
Of course I understand Dutch! I was born in Amsterdam!
2. _____
Sometimes once a day but often twice a day.
3. _____
She's a typist.
4. _____
I am going to work in Kuala Lumpur for two years.
5. _____
Wendy likes dancing and drinking.

■ Exercise C: Adjectives & Adverbs Marks: /10

Please circle the correct answer.

☒ Example:

This design is too _____. We need something more glamorous.

a. really **b.** slowly **c.** simple **d.** simply

1. "How's Peter doing at his new job?"
"Quite well. He works _____ and his boss likes that."
a. hardly **b.** hard **c.** good **d.** badly
2. This new CD-ROM is _____. I like it.
a. best **b.** well **c.** fast **d.** noisily
3. Sarah's a good architect. She's got some _____ designs.
a. lucky **b.** wonderful **c.** beautifully **d.** wonderfully
4. IBM manufacture _____ computers.
a. expensive **b.** expensively **c.** quickly **d.** normally
5. Buying shares is a _____ investment.
a. badly **b.** terribly **c.** bad **d.** successfully

TEST UNITS 41 TO 50



■ Exercise A: Question Words & Auxiliaries Marks: / 10

Please write the correct question word and auxiliary in each gap.

Question words: "which • how • ~~how~~ • what • where • whose"

Auxiliaries: "does • do • can • did • ~~did~~ • will"

⊗ Example: How many invitations did we receive?

1. _____ ones _____ he usually read?

2. _____ much water _____ this bottle hold?

3. _____ kind of computer _____ he buy?

4. _____ _____ Mary go last night?

5. _____ curriculum vitae _____ you need?

■ Exercise B: Asking Questions Marks: / 10

Please ask questions for these answers.

⊗ Example: How can John study and work at the same time?

Well, he has a part-time job during the day and studies at night.

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1. _____

Because they never do their job well.

2. _____

On Oxford Street, near the Cumberland Hotel.

3. _____

I'm not sure — but I believe 8 o'clock would be fine.

4. _____

The blue ones. Those on top of the desk.

5. _____

The notebook is £1 and the pen is only 50 p.

■ Exercise C: Irregular Verbs

Marks: / 10

Please write the infinitive of these verbs.

⊗ Example:

Be was / were

A. _____ woke up

B. _____ had

C. _____ spent

D. _____ slept

E. _____ came

F. _____ flew

G. _____ left

H. _____ ate

I. _____ thought

J. _____ spoke

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■ Exercise D: Writing Activity Marks: / 20

Please think about what you did yesterday and write seven sentences as in the example.

Time	Activity
7.30	<u>I arrived at the office and read the financial times.</u> <u>Then I called Timmy Jones and asked him to</u> <u>come over for a meeting.</u>
□	_____
□	_____
□	_____
□	_____
□	_____
□	_____
□	_____

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■ Exercise E: Numbers Marks: / 10

Please write these figures.

- ⊗ Example: 400 four hundred
1. 605 _____
2. 843 _____
3. 99 _____
4. 176 _____
5. 345 _____

■ Exercise F: Countable & Uncountable Nouns Marks: / 10

Please write "how much" or "how many" in each question and "few" or "little" in each answer.

- ⊗ Example: How many departments are there in this company?
Just a few. Production, Sales and Finance.

- A. _____ coffee do you drink every day?
Just a _____ cups.
- B. _____ time do you need to finish this project?
Only a _____ hours. It will be ready before eight tonight.
- C. Do you know _____ pages we must read for tomorrow?
I can't remember. But I am sure they're only a _____.

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D. _____ does it cost to join the Blue Moon Club?

A _____ pounds, I think.

E. Do you know _____ computer memory I need to run this program?

More than a _____ bytes, for sure!

■ Exercise G: Telephoning

Marks: / 20

Please write what the operator says in this dialogue.

O. Dublin School, Can I help you?

Y. Yes. May I speak to Marina, please.

O. _____

Y. Do you know if she is going to be long?

O. _____

Y. Well, could you give her a message?

O. _____

Y. Please ask her to call Jim Loughton at 435 33 22.

O. _____

Y. L...O...U...G...H...T...O...N...

O. _____

Y. Thanks a lot. Bye.

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■ Exercise H: Personal Pronouns Marks: / 10

Please write the missing personal pronouns.

☒ Example: Cynthia drinks Coke because she likes it.

1. Alex has three children. _____ reads a story to _____ every night.
2. That book is mine. Can _____ return _____ to me, please?
3. Ted is David's new assistant. _____ enjoys working for _____ because he's a considerate boss.
4. Virginia and Peter are lazy workers. _____ don't like working with _____.
5. _____ meets his wife after work everyday and walks home with _____.

TEST UNITS 51 TO 60



■ Exercise A: Multiple Choice

Marks: / 20

Please circle the correct answer.

- ⊗ Example: _____ wanted to talk to Lindsay?
a. What **b.** Which **c.** Where **d.** Who
1. You usually drive to work, _____?
a. won't you **b.** don't you **c.** are you **d.** do you
2. Employees _____ set their own objectives.
a. set often **b.** often set **c.** set ever **d.** ever set
3. Cindy won't _____ finish her project until Monday.
a. able to **b.** do be able **c.** be able to **d.** be able
4. He _____ win if he keeps to that negative attitude.
a. not **b.** will **c.** won't **d.** shall
5. He's busy now. His line's _____.
a. engaged **b.** empty **c.** through **d.** cut
6. Could I please _____ a message for John?.
a. start **b.** put **c.** let **d.** leave
7. Can you please _____ me through to the financial office?
a. contact **b.** wait **c.** connect **d.** put
8. I look _____ to meeting you next week.
a. forward **b.** outside **c.** by **d.** for
9. I'm afraid we'll have to lay _____ two more workers.
a. off **b.** in **c.** out **d.** through
10. Anglo Raiders Inc. _____ Brief Walls Co. last month.
a. took out **b.** took **c.** took over **d.** took to

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11. I don't know _____ who can find a solution to this!
a. everybody **b.** anybody **c.** nothing **d.** nobody
12. So you can't find my new suit! Have you looked _____?
a. nowhere **b.** everywhere **c.** somewhere **d.** everything
13. You must _____ fire him or ask him to leave immediately.
a. neither **b.** either **c.** nor **d.** or
14. Charles isn't at all keen _____ this new project.
a. for **b.** in **c.** about **d.** on
15. I _____ not travel by plane.
a. 'd rather **b.** rather **c.** rather to **d.** 'd rather to
16. He was planning to travel to Australia, _____ he?
a. isn't **b.** wasn't **c.** didn't **d.** haven't
17. I lent Henry some money and he didn't _____.
a. pay me back **b.** pay me to **c.** pay me over **d.** pay me again
18. "Can you understand what he's saying?"
"No, _____."
a. anything **b.** something **c.** nothing **d.** everything
19. Please call Stuart and Len. I need _____.
a. he **b.** him **c.** them **d.** her
20. These books are mine and those are _____.
a. theirs **b.** their **c.** there's **d.** there

■ Exercise B: A little & a Few

Marks: / 5

Please write "**a little**" or "**a few**" in the gaps.

⊗ Example:

I only have a few letters to type this morning.

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1. We only need _____ time to finish our plan.
2. Some managers are having _____ problems with their schedule.
3. I'm sure we're just going to spend _____ cash.
4. Wait for me. I'll be back in _____ minutes.
5. There's enough room for _____ litres more in this barrel.

■ Exercise C: Verbs Marks: / 20

Please write the past of these verbs.

take	<i>took</i>	spend		speak	
buy		make		eat	
give		run		leave	
drink		fly		meet	
write		say		sleep	
come		read		think	
do		have		go	

■ Exercise D: Writing a Memorandum Marks: / 20

Please read this memorandum:

To: Mary Stuart

From: George Dougall

Today some auditors are coming from our head office in London. I can't receive them this morning because I've got an appointment with my dentist at 12.00. Could you please attend to them and invite them to lunch while I'm away? I know that your English is very good so this will be an excellent opportunity for you to practise it. Thanks a lot.
George.

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2. balance ■ could ■ my ■ please ■ you ■ me ■ give ?

3. interest ■ do ■ what ■ accounts ■ saving ■ bear ?

4. could ■ manager ■ see ■ I ■ today ■ the ?

5. our ■ can ■ company ■ bank ■ open ■ an ■ your ■ account ■ at ?

6. you ■ could ■ me ■ exchange ■ tell ■ yen-pound ■ rate ■ the ?

■ Exercise F: Answering Questions Marks: / 10

Now please write the letter of the question from exercise "E" (above) that corresponds to each answer. There are two answers to every question.

1

↩ Yes, which currency do you want to change?

↩ Of course, madam. Many town businesses bank here.

↩ Yes, madam. It's 345 pounds. Anything else?

↩ I'm afraid she's out visiting a client.

1

↩ Of course. Would you like dollars or pounds?

↩ Between 3 % and 7 %—depending on your average balance.

↩ Sorry but can't. I'm afraid the computer's off-line.

↩ The market rate. It's about 2 percent at the moment.

↩ Of course. Could you just wait a minute please?

↩ I can tell you yesterday's. Today's a holiday in Japan.

↩ Certainly. We'd be delighted to have you as clients.

↩ It's about 180 yen per pound.

