

- 4 Miss Jones will be interviewing the candidates and Mr Dawkins will be recording the interviews.
Miss Jones will be interviewing the candidates while
- 5 The sales figures will come in and then we'll assess the situation again.
We'll assess the situation again as
- 6 Work for us for over a year and we'll consider promoting you.
We'll only consider promoting you once
- 7 They'll start selling in much larger quantities and then they'll make a profit.
They won't make a profit until
- 8 The publishing company will offer me a contract and then I'll know for sure that they're going to publish the book.
I'll know for sure that the book is going to be published when I

G Write a verb from the box in the correct form in each gap.

arrive • be • call • destroy • draw up • give • last • notify • record • show • take • wait

Information for job applicants

- When you (1) at the main gates, hand over the attached invitation letter to the security guard. You (2) where to park, and how to get to reception.
- As soon as you (3) your name to the receptionist, you (4) to Meeting Room 7.
- While you (5) in Meeting Room 7, please fill in one of the Personal Information forms which will be in the room.
- When you (6) for interview, please bring this form with you.
- Your interview (7) for approximately 45 minutes. Please note that all interviews (8) This is to help us with the selection process. Once the selection process (9) over, all recordings (10)
- You (11) as soon as a shortlist of candidates (12)

H Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 Shona will find out if she has been promoted very soon. **just**
Shona find out if she has been promoted.
- 2 They will decide very soon whether to close the Paris office. **point**
They whether to close the Paris office.
- 3 The plan is that I will give a presentation to the board on Friday morning. **due**
I a presentation to the board on Friday morning.
- 4 Are you going home in a minute? **about**
Are you home?
- 5 Actually, there won't be a general election for a while. **verge**
Actually, we a general election.
- 6 What time do the inspectors arrive tomorrow? **due**
What time tomorrow?
- 7 Keep this a secret. **to**
You are anyone about this.

I Write one word in each gap.

- 1 The company going to expand, but the economic downturn has put a stop to that.
- 2 No one had any idea that Dave resign the next day.
- 3 We were all standing around in front of the TV, knowing that the Minister to make a statement on the emergency in the next few minutes.
- 4 Ann to find the documents soon, or her boss would find out she'd mislaid them.
- 5 you going to apply for the post before you heard it had already been filled?
- 6 Bill on a business trip the next day anyway, or did he have to pack a suitcase and get a plane ticket at the last minute?
- 7 You're lucky you caught me. I just on the point of leaving.
- 8 We due to arrive at six, so I left a message saying we be there at nine.
- 9 I think they about to fire me when I quit!
- 10 Thompson understood the cryptic message. He was get to Berlin on the first flight.

J Write one word in each gap.

The office of the future

What (1) the office of 2020 be like? By then, it's highly likely that most of the western world will (2) been connected to a WiFi network. As (3) as that (4), the physical restriction of phone lines (5) disappear. Some people will (6) have to commute to the office each day, but for many others their office will (7) wherever they are. More and more people will be (8) from home several days a week. It's no exaggeration to say that many businessmen and women will (9) sending e-mails and (10) business with clients (11) they (12) lying on a beach or flying across the Atlantic. In terms of technology, mobile phones and laptops will have (13) even more lightweight and portable than they are now, and many new pieces of communication technology will have (14) introduced to make our working lives easier. Indeed, (15) 2020, it's quite possible that your mobile, camera, laptop and MP3 player will have been combined into one very small, but extremely powerful, business communications unit.

K Choose the correct answer.

- | | |
|---|---|
| <p>1 We are pleased to announce that Keith Danish replace Susan Williams as Operations Manager from 24th September.
A does C is to
B is about to D is due</p> <p>2 I Penny for her advice, but I'm not so sure that's such a good idea now.
A am going to ask C was asking
B was going to ask D will ask</p> <p>3 Once broadband, you won't want to go back to a dial-up connection.
A you'll be using C you've been used
B you'll have used D you've used</p> <p>4 find out more about the costs before we make a final decision?
A Do I C Shall I
B Will I D Am I due to</p> | <p>5 to the Finance Manager or the Accounts Manager?
A Will you be reporting C Shall you be reporting
B Will you have been reporting D Are you on the verge of reporting</p> <p>6 This time tomorrow, Barry will across the Pacific for exactly three months.
A be rowing C be rowing
B have rowed D have been rowing</p> <p>7 When treating me with some respect at work?
A will they have started C are they starting
B are they going to start D will they be starting</p> <p>8 Were you really just on the point ?
A of resigning C with resignation
B to resign D of having resigned</p> |
|---|---|