

EXERCISE I

Fill in the gaps with the offered phrases:

are you you must be how do you do it is good afternoon

Excuse me, _____ Ms Anna?

Yes, I am. _____. And you are?

I am Mr Keller. _____.

Oh, _____ the chairman of the Board of Directors! I am sorry I did not recognise you.

_____ alright! Let us sit down and go over the agenda.

EXERCISE II

Write either -TY or -TEEN, depending on how the number is pronounced:

14 - _____

17 - _____

50 - _____

15 - _____

40 - _____

90 - _____

16 - _____

70 - _____

EXERCISE III

Connect the words with their translations:

human resources

quality assurance

WHO

quality management

revenue

billionair

ASAP

joint income

global market

VAT

PDV

svetsko tržište

prihod

milijarder

upravljanje kvalitetom

ljudski resursi

zajedni ki prihod

osiguranje kvaliteta

što pre

Svetska zdravstvena organizacija

EXERCISE IV

Make questions to the following statements:

1. He is an accountant.
2. They are market leaders.
3. John is great with computers.
4. My friend is in Portugal.
5. That actress is my distant cousin.

EXERCISE V

Make questions to the following statements:

1. I use my mobile to **keep in touch** with my clients.
2. She likes reading books.
3. A good phone has a lot of **features**.
4. My phone has a **built-in** GPS.
5. She works very hard for her miserable wages.

EXERCISE VI

Complete the sentences with the verbs in the correct form:

use send live listen fly go

1. He _____ in London.
2. I _____ to music in the afternoon with a glass of wine.
3. Marco is a pilot. He _____ all over the world.
4. She _____ a computer to chat with her friends abroad.
5. Our company _____ about 100 e-mails a day.
6. His new BMW _____ very fast!