

1 Complete these sentences using the comparative or superlative form of the adjective in brackets.

- Our Managing Director is younger (young) than the Financial Director.
- Our company was _____ (profitable) last year than this year.
- We have seven factories; the _____ (large) one is in Mexico.
- Hotels in London are _____ (expensive) than in Paris.
- I think our new brochure is _____ (good) than our competitor's brochure.
- Our _____ (famous) product is the VS520.
- 1995 was _____ (bad) year for our company ever.
- Germany is _____ (big) country in the EU.

2 A company is looking for a new office building. Read the information about the three possibilities. Tick (✓) the sentences which are true and correct the false sentences.

	Building		
	Master Tower	Edison Building	Soria Palace
Built	2000	2009	1989
Size	500m ²	300m ²	1,000m ²
Cost	25,000 € / month	8,000 € / month	25,000 € / month
Distance from city centre	5km	20km	0km

- The Master Tower is more modern than the Edison Building.
The Master Tower is not as modern as / is less modern than the Edison Building.
- The Soria Palace is larger than the Master Tower.
- The Edison Building is the most expensive.
- The Soria Palace is more difficult to get to from the city centre than the Master Tower.
- The Master Tower isn't as modern as the Soria Palace.
- The Edison Building is the largest of the three buildings.
- The Soria Palace is more expensive than the Master Tower.
- The Edison Building is further from the city centre than the Soria Palace.

1 A customer service manager is talking about the situation in his department. Complete the text with the present perfect form of the verbs in brackets.

This month ¹ *hasn't been* (be) a very good one for me. Three more members of my team ² _____ (tell) me that they are leaving the company. Two of them ³ _____ (not / find) another job yet, but they say that the pressure of work ⁴ _____ (become) too much for them. It's true that there ⁵ _____ (be) a big increase in their work this year because two other customer service assistants ⁶ _____ (already / leave) the department and we ⁷ _____ (not / recruit) anybody to replace them. I ⁸ _____ (ask) my boss several times if we can employ some new people for the team, but each time he ⁹ _____ (say) that we need to reduce our salary costs. But I know we ¹⁰ _____ (lose) some business because we ¹¹ _____ (not / have) enough people to deal with customer calls.

The situation can't continue like this. I ¹² _____ (not / made) a final decision on this yet, but I'm thinking of leaving the company myself.

2 Choose the correct answer from the words in italics to complete questions 1–8. Then match them with responses a–h.

- Did you read / Have you read* that article about e-recruitment last week?
- Did you see / Have you seen* the new Dali exhibition yet?
- Have you ever / Did you yet* applied for a job online?
- Have you had / Did you have* any work experience when you joined this company?
- Has / Have* she made many calls today?
- Have / Did* all the candidates come for interview yesterday?
- Have you received / Did you receive* a bonus in the last six months?
- Have you learnt / Did you learn* a lot in your last job?

- No, never. _____
- No, I haven't. Our results haven't been very good. _____
- Just one or two this morning. _____
- Yes, I did. I did several jobs when I was a student. _____
- No, I didn't. I didn't have much responsibility, so it was very boring. _____
- Yes, it was very well-written. 1
- Just one person wasn't there. _____
- No, I haven't had time. _____

1 Complete the text with the past simple form of the verbs in brackets.

Last week I ¹ was (be) very busy. On Monday morning our biggest customer ² _____ (visit) our factory. I ³ _____ (meet) her at the airport at 7.00 in the morning and ⁴ _____ (take) her to the plant. In the afternoon we ⁵ _____ (have) a meeting which ⁶ _____ (not finish) late, and she ⁷ _____ (want) to see a show afterwards. On Tuesday I ⁸ _____ (fly) to Berlin for a conference. In the afternoon I ⁹ _____ (make) a presentation which ¹⁰ _____ (not go) very well. The next day I ¹¹ _____ (go) to Stuttgart to meet a supplier. On Thursday we ¹² _____ (interview) candidates for the new sales jobs, but we ¹³ _____ (not find) anybody suitable. In the evening I ¹⁴ _____ (play) squash in the company tournament, but, unfortunately, I ¹⁵ _____ (not win). On Friday I ¹⁶ _____ (reply) to all my emails and ¹⁷ _____ (write) a proposal for an Austrian company. In the afternoon I ¹⁸ _____ (attend) a planning meeting which ¹⁹ _____ (end) very late in the evening. I ²⁰ _____ (not get) home until midnight!

2 Complete the questions.

1 What time did they arrive _____?

They arrived at 9 o'clock.

2 Where _____?

We had lunch in the staff canteen.

3 Who _____ at the *conference*?

I saw our colleagues from the Buenos Aires office.

4 Why _____ the meeting?

The manager left the meeting because he had an urgent phone call.

5 Which hotel _____ at?

They stayed at the Hilton.

6 When _____ the company?

She joined the company last year.

7 How long _____ with the visitors?

I spent all day with them.

8 How many emails _____?

We sent about a hundred.