

1 Complete the text with appropriate words or phrases. The first letter of each word is given.

Hello everyone! Thank you all for coming to this meeting which is long ¹ overdue. I know it's very early, but the coffee should be here ² s_____. Now, as you know, with the launch of this new product, the ³ c_____ weeks are going to be very busy. I ⁴ a_____ a much greater number of visitors to the website, so I have hired an additional IT consultant who will be starting soon, ⁵ p_____ completion of all the necessary paperwork. As you know, our ⁶ l_____ goal is to become the market leader in this area. However, that will take time, so ⁷ i_____ we need to build up a loyal customer base. So, for the ⁸ f_____ future I want you to keep an eye on our regular customers.

2 Complete the crossword.

Across

- 1** important or likely to be in important in history
- 2** to protect yourself against risk
- 3** to have an influence on something
- 4** to give advice
- 5** not including, but not
- 6** to ask for information

Down

- 1** connected with studying things from the past
- 2** a group of people elected or chosen to make decisions or represent a group of people
- 3** to get or buy something
- 4** the result of a particular influence
- 5** to make something certain to happen
- 6** to tell someone confidently that something is true

[illegible]

3 Find and correct the mistake in each sentence.

- 1 I beleive the weather is about to turn much colder, so we need to get our winter clothes out. believe
- 2 We'll be staying in some wonderful acommodation very close to the beach. _____
- 3 Apperently Clara is on the point of signing a contract with K B Company. _____
- 4 Our house rental contract is due for renewal next month and we defintily want to stay. _____
- 5 It was so embarasing when the teacher asked for volunteers and no one raised their hand. _____
- 6 I think we're all going to recieve a letter from the principal about this. _____
- 7 Let's each write a seperate article and see which one gets accepted. _____
- 8 Refurbishing the flat is totally unnecessary because it was recently painted.

4 Choose the correct options to complete the conversation.

Jim: So, have you ¹ *except / (accepted) / insured* a place at university yet?

Tony: Yes, I'm going to Edinburgh.

Jim: How exciting! It's such an² *historical / historic / history* city with so many famous landmarks. Where are you going to live?

Tony: I'm not sure. I've applied for student
³ *accommodation / living / accomodation*,
 but my application is still ⁴ *overdue / pending /*
coming. I ⁵ *acquired / enquired / insured* a few
 days ago and ⁶ *apparently / shortly / aparently*
 there's a high demand this year, so I might not
 get a place.

Jim: Well, don't worry about it. If that doesn't work out you can stay with my friend Ben in the ⁷ *short term / long term / shortly* at least.

Tony: Thanks, but I don't think that would work. We don't exactly ⁸ *see eye to eye / on speaking terms* / rub each other up the wrong way, remember! The university said they would give me an answer ⁹ *shortly / coming / imminent*, so we'll see.

Jim: OK, just be prepared because I'm ¹⁰ *definitely* / *apparently* / *definitely* coming to visit!

