

<b>NAME:</b>	
<b>DATE:</b>	
<b>TOPIC:</b>	grammar
<b>LEVEL:</b>	C1 / C2

**A) A CO-WORKER OF YOURS NEEDS HELP WITH AN E-MAIL HE IS WRITING TO AN ENGLISH COLLEAGUE. TRANSLATE THE FOLLOWING SENTENCES INTO ENGLISH:**

- 1) Wir werden am 23. Februar um 17.30 Uhr in Manchester ankommen.
- 2) Wir werden die Übersetzung der Betriebsanleitung bis 11. Februar vervollständigt haben.
- 3) Wir werden in Manchester bleiben bis alle Fehler im System beseitigt sind.

**B) COMPLETE THESE SENTENCES WITH THE CORRECT FORM:**

1) He \_\_\_\_\_ in the IT department until he finds a proper job.

(WORK)

2) Last weekend I \_\_\_\_\_ all my time looking for a new flat.

(SPEND)

3) We \_\_\_\_\_ on improving our CRM system in the last couple of weeks.

(CONCENTRATE)

### **C) EXPLAIN THE DIFFERENCE IN MEANING:**

1)

I work in the open-plan office which is on the third floor.

I work in the open-plan office, which is on the third floor.

2)

Employees who had heard about the problems looked for other employment.

Employees, who had heard about the problems, looked for other employment.

### **D) COMPLETE THESE SENTENCES WITH A GERUND OR INFINITIVE:**

1) I had to stop \_\_\_\_\_ because there was a system failure.

(WORK)

2) Please remember \_\_\_\_\_ a copy of your report to Mr Grant.

(SEND)

3) Don't worry, I'm used to \_\_\_\_\_ to unfriendly users!

(TALK)

4) I used to \_\_\_\_\_ all my English vocabulary, but now I'm too lazy.

(LEARN)

5) Do you remember \_\_\_\_\_ the boss your opinion of him at last year's Christmas party?

(TELL)

6) During the workshop, we will stop \_\_\_\_\_ lunch at 1.30pm.

(HAVE)