

**A. Put the verbs into the correct tense.** \_\_\_\_\_ / 10p

Hi, Stefan. It's Maggie. I \_\_\_\_\_ (get) your e-mail yesterday, but I \_\_\_\_\_ (be not) able to open the attached report yet. You'll have to tell me which program you \_\_\_\_\_ (use) when you \_\_\_\_\_ (do) it. I \_\_\_\_\_ (try) to open up the document with different programs, but none of them \_\_\_\_\_ (work) so far. I also think we need to discuss one or two things before the meeting. I agree with what you \_\_\_\_\_ (say) in your e-mail about the department training budget being far too small. I \_\_\_\_\_ (tell) Chris that ages ago, but he still \_\_\_\_\_ (not do) anything about it. Anyway, I'd better go. I \_\_\_\_\_ (speak) to you soon. Bye.

**B. Use "do" or "make".** \_\_\_\_\_ / 6p

- |                       |                         |
|-----------------------|-------------------------|
| 1. _____ a suggestion | 4. _____ an appointment |
| 2. _____ a phone call | 5. _____ an offer       |
| 3. _____ your best    | 6. _____ harm           |

**C. Negate the sentences using negative prefixes.** \_\_\_\_\_ / 10p

- Your arguments sound \_\_\_ logical.
- Jack \_\_\_ calculated the sum again.
- He is very \_\_\_ patient.
- It is very \_\_\_ typical of him to be late.
- Correct the \_\_\_ accurate figures before you go home.
- I \_\_\_ believe the promises of the new government.
- I think he \_\_\_ understood you.
- The date of the meeting is still \_\_\_ definite.
- I \_\_\_ agree with you.
- We strongly \_\_\_ approve of your intentions.

**D. Correct the mistakes.** \_\_\_\_\_ / 10p

- Thank you for your letter from 4 December 2006.
- I denied to send a replacement part.
- Could you remember me to send that parcel off today?
- I look forward to hear from you.
- This hotel room is costing too much.
- Did you already receive our letter?
- Our office is in the 4<sup>th</sup> floor.
- He is very proud on his son.
- Before you get a degree, you must defend your paper.
- The use of a company car is a nice increment.

**E. Fill in the correct preposition.** \_\_\_\_\_ / 5p

- I've decided to specialise \_\_\_\_\_ artificial intelligence.
- This kind of reaction is typical \_\_\_\_\_ him.
- Let me congratulate you \_\_\_\_\_ your success.
- I'd like to invest some of my savings \_\_\_\_\_ shares.
- The contract consists \_\_\_\_\_ five articles.

**F. Translate.**

\_\_\_\_\_ / 20p

1. Rok je potekel včeraj.
2. Ko diplomiram, bom dipl. ing. računalništva.
3. Kako izgleda delo v laboratoriju?
4. Ali si moral opravljati sprejemni izpit?
5. Kdo danes vodi sestanek?
6. Preidimo na točko tekoče zadeve.
7. Mi lahko prosim poveste, kje je najbližja pošta?
8. Kje so prostori fakultete?
9. Si že plačal šolnino?
10. Seminarske naloge morate oddati najkasneje do 15. februarja.

**G. Explain the following expressions in English.**

\_\_\_\_\_ / 5p

1. tutorial
2. venue
3. short-list
4. RSVP
5. c/o

**H. Synonyms – find another expression for:**

\_\_\_\_\_ / 5p

1. to look up
2. to put through
3. to speak up
4. to hold on
5. to be cut off

**I. Complete each sentence with a word formed from the word in bold. \_\_\_\_\_ / 5p**

1. How much does the \_\_\_\_\_ (member) of that club cost?
2. A good adventure film is usually full of \_\_\_\_\_ (excite).
3. It's not my \_\_\_\_\_ (responsible) to clean the floor.
4. This is very \_\_\_\_\_ (importance), so please pay attention.
5. We have to measure the \_\_\_\_\_ (long) of the road before the works begin.

**J. Write the following numbers in words.**

\_\_\_\_\_ / 5p

1. 7.231
2. 7,231
3. BA 342
4. 45%
5. 8<sup>2</sup>

**K. Write a letter to Longman Group Ltd., Longman House, Burnt Hill, Essex.  
(Naročili bi se radi na revijo *Networking*)**

\_\_\_\_\_ / 20p