**Test for exam**

1. I don’t know what I’m doing tomorrow. I… go to the beach or stay home.

a. must

b. may

c. ought

2. She said that she\_\_\_\_\_\_keen on drawing.

a) was

c) has been

b) is

3. A decision..... until the next meeting.

a. has not been made

b. will not made

c. will not be made

4. When the manager arrived, the problem......

a. had already been solved

b. had already solved

c. had solved

5. What a nasty girl! You… say things like that in front of your mother!

a. don’t have to

b. mustn’t

c. may not

d. needn’t

6. I …to America.

a. have often been

b. often was

c. have been often

7. A group of scientists are travelling around Africa. How many countries..... already, I wonder?

a. have they visited

b. they have visited

c. do they visit

8. When the delegation …..you will have to work with them.

a.arrives

b.will arrive

9. If he were in Moscow he ….us.

a.will visit

b.would visit

c.would have visited

**Vocabulary**

Choose the correct item to fill in the gaps:

10. Every organisation, large or small, needs … administration.

 a. effective

 b. affective

 c. successful

d. useful

11. The … of the company is the most important working director, and is in charge of the way the company is managed.

a. Manager

b. Managing Director

c. Senior Director

12. Managers devise policies and make … .

 a. solutions

 b. decisions

 c. resolutions

13.. in business, administration and finance may be relevant to this area of work.

a. Diploma

b. Quality

c. Trainee

14. Jobs may involve supervising colleagues or dealing … clients.

a. to

b. with

c. about

15. Jobs may involve speaking with clients … the telephone.

a. by

b. with

c. on

16. You are a very … secretary.

a. efficient

b. effective

c. affective

17. … workers usually work 37 hours a week, Monday to Friday.

a. Part-time

b. Time

c. One-time

d. Full-time

18. When the caller cannot wait, a secretary can … a message.

a. leave

b. take

c. make

19. … is an arrangement by which two people work part-time doing the same job.

a. Part-time

b. Job share

c. One-time

20. Over 4,933,000 people … in administration, business and office work.

a. employing

b. employ

c. are employed

21. Some … are open to people who have few formal qualifications.

a. vocations

b. vacancies

c. vacations

22. … often look for candidates with keyboard skills.

a. Employers

b. Employees

c. Employment

23. Previous relevant … may be an advantage for some posts.

a. experiment

b. experience

c. experimentation

24. An administrator is responsible … the maintenance of office equipment.

a. for

b. with

c. at

25. Someone who works with you and has a similar position is your … .

a. secretary

b. colleague

c. subordinate