

Working with words

Complete these sentences with words from the list.

*accurate efficient handy high-quality
secure up-to-date
user-friendly*

- Your new home page is really easy for customers to use. It's **user-friendly**.
- How **up-to-date** is this information? It seems to be for last month.
- I think it is wise to pay more and get **High-quality** goods. Cheap goods never last as long.
- The new supermarket is very easy to get to from my house. It's really **handy** for me.
- These figures don't seem to be **accurate**. I've found at least two mistakes.
- The engine in my new car is so **efficient**. It does twice as many miles as my last one with the same amount of petrol.
- Note that we will keep all of your personal details **Secure** (e.g. name, address, telephone number) and we will not pass them on to other companies without your permission.

Match 8-13 to a-f.

- Apps on our phones enable **f**.
- Consultants help **a**.
- Call centres make it easier **a**.
- Search engines **let c**.
- Using a laptop allows **b**.
- Financial advisors help **d**.
- a for us to handle large numbers of enquiries.
- staff to keep working while on the move.
- us find information at the click of a button.
- us to deal with our tax payments.
- organizations to improve the way they operate.
- us to access specific online content easily.

Language at work

Complete these sentences with adjectives from the list. Change the form of the words if necessary.

*complicated convenient fast friendly
long stressful*

- My previous job was much **more stressful** than my present one. I feel much more relaxed now.
- This new printer isn't nearly as **fast** as the old one. You have to wait ages for the pages to come out.
- I'm sure you miss Sonia. How is your new assistant getting on? Is she as **friendly** as Sonia?
- They say the tax system is going to be simple, but it seems **more complicated** than ever to me.
- My commute to work is even **longer** now that they've closed the road.
- Online banking is so much **more convenient** because you can check your accounts any time you like.

Choose the correct answer from the words in *italics*.

- I thought this week's meeting was prepared **slightly** / *little* better than last week. It was still quite bad, but at least we had an agenda this time!
- The new software is **almost** / *slightly* as complicated as the previous version. They haven't improved it much at all.
- Working on your own is **almost** / *far* less enjoyable than working in a good team.
- We certainly work a **great** / *lot* more like a team since she took over.
- I think a **little** / *few* more time spent planning might help next time.

Business communication

Complete these sentences with the words from the list.

allow convinced find happens make seem

- The instructions might **seem** complicated, but in fact it's very easy to install.
- I'm sure you'll **find** the larger screen more user-friendly.
- The faster broadband speed will **make it** easier to download large files.
- I'm not **convinced** that it's worth the extra money.
- What **happens** if the battery runs out and it's not plugged in?
- Will the app **allow** me to record my own voice?

Result _____ / 30
marks

Answers For Progress Test Intermediate 4 Unit

Louise Hashemi, Barbara Thomas



Answers For Progress Test Intermediate 4 Unit:

Answers For Progress Test Intermediate 4 Unit Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the energy of words has be evident than ever. They have the capability to inspire, provoke, and ignite change. Such may be the essence of the book **Answers For Progress Test Intermediate 4 Unit**, a literary masterpiece that delves deep in to the significance of words and their affect our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall affect readers.

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