

Section 1: The Administrative Process (100 marks)

Name: _____

Question 1

1. Complete the sentences with the past perfect form of the verbs in brackets.

- 1) She wasn't (not/arrive) _____ before we _____ (leave) the office.
- 2) _____ (I/finish) _____ my homework before you _____ (call) me.
- 3) She wasn't (not/realise) _____ she _____ (leave) _____ her keys _____ (leave) _____ her office.
- 4) The team _____ (not/finish) _____ the project _____ (submit) _____ the proposal.
- 5) She _____ (not/finish) _____ her homework _____ (go) _____ to bed.
- 6) _____ (I/finish) _____ the report _____ (submit) _____ it _____ (submit) _____ to the manager.
- 7) _____ (I/finish) _____ the report _____ (submit) _____ it _____ (submit) _____ to the manager.

Mark: _____

2. Complete the sentences in reported speech.

- 1) "I will finish the report by Friday," he said.
He was _____.
- 2) "I'm going to start a new job," she said.
She was _____.
- 3) "I will finish the report by Friday," he said.
He was _____.
- 4) "I will finish the report by Friday," he said.
He was _____.
- 5) "I will finish the report by Friday," he said.
He was _____.
- 6) "I will finish the report by Friday," he said.
He was _____.
- 7) "I will finish the report by Friday," he said.
He was _____.

Mark: _____

Intermediate Progress Tests Unit 9

Adrian Doff, Howard Smith



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