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FEDERAL MOTORS RESEARCH & DEVELOPMENT







Exercise A

Answer the following questions with a complete sentence.

 Example:
 Q:
 What department does Jean work in at IBX?

 A:
 She's in the Personnel Department.

1.	Q:	What department is Tom in?
	A:	
2.	Q:	Who is in charge of interviewing and training new employees at IBX?
	A:	
3.	Q:	What company does Jean work for?
	A:	
4.	Q:	What is Tom responsible for?
	A:	
5.	Q:	Who works at Federal Motors?
	A:	
6.	Q:	Who works in the R&D department?
	A:	
7.	Q:	What does Jean do at IBX?
	A:	

Exercise B

Write questions which fit the answers.

- Examples: Q: <u>When did Jean start working at IBX?</u> A: In 1990.
- 1. Q: _____
 - A: She got a job with Federal Motors in 1983.
 - A: She graduated in 1981.
 - A: She studied at Columbia University.

2. Q: _____

3. Q: _____

A: She majored in economics.

Exercise C

Circle the correct word.

Example: Tom has been with Federal Motors for / since more than ten years.

- 1. Jean was at Federal Motors for / since seven years.
- 2. Tom has worked in the Research and Development Department for / since 1988.
- 3. Jean has been at IBX for / since more than ten years.
- 4. Jean has worked at IBX for / since 1990.
- 5 Tom studied at Stanford University for / since four years.





true Y false

Exercise D

Circle the correct form of the verb.

Example: Jean (has been) / was at IBX since 1990.

- 1. Tom has graduated / graduated in 1988 with a degree in mathematics.
- 2. Jean has started / started working at Federal Motors more than ten years ago.
- 3. Tom has worked / worked in the R & D Department since he joined the company in 1988.
- 4. Jean has worked / worked in Personnel for seven years, until 1990.
- 5. Since 1990, Jean has been / was a Personnel Manager at IBX.

Exercise E

Indicate whether the following sentences are true or false.

Example: Ed Smith works for Sonia Scott.

1.	Sonia Scott works in the Personnel Department at Federal Motors.	true / false
2.	Bill Lee is responsible to Sonia Scott.	true / false
3.	Jean Nielsen was in the Personnel Department at Federal Motors.	true / false
4.	Steve Gomez is Bill Lee's boss.	true / false
5.	Bill Lee is in Sales.	true / false
6.	Tom used to work in Sales.	true / false

Exercise F

Write a new sentence with the same meaning using passive voice.

Example: IBX hired Jean in 1990. Jean was hired by IBX in 1990.

- 1. The company fired Dave Jackson in 1990.
- 2. Steve Gomez filled Jean's position.
- 3. Sonia Scott replaced Dave Jackson.
- 4. The company promoted Jim Nielsen to General Manager.
- 5. Management transferred Ed Smith from Engineering to Sales.
- 6. They offered her a better job with more responsibility.
- 7. He hopes the company will promote him.
- 8. The company will probably give him a promotion.



Exercise G

Fill in the blanks with one of the time expressions listed below.

Examples: Bill was hired in 1985, and Tom was hired <u>three years later</u>, in 1988. Jim started working at Federal Motors <u>five years before</u> Sonia joined the company.

(a) used to	(d) five years later	(g) more than ten years ago
(b) when	(e) three years after	(h) still
(c) already	(f) since	(i) yet

- 1. Sonia started working at Federal Motors in 1990, and she's ______ working there.
- 2. Jim began working at Federal Motors in 1985. _____, in 1990, he was promoted.
- 3. Sonia Scott became the new Sales Manager _____ Dave Jackson was fired.
- 4. Jean ______ at Federal Motors, but she doesn't work there anymore.
- 5. Tom was hired _____ Jim was hired by Federal Motors.
- 6. Jim started working for Federal Motors _____.
- 7. Tom hasn't been promoted _____.
- 8. It has been several years _____ Dave Jackson lost his job.

Exercise H

Complete each sentence with the correct words or phrases from below.

- 1. In customer service we do our best to help ______.
- 2. He's trying hard to be _____ manager.
- 3. We'll ______ another interview before we can decide.
- 4. We can rely on her. She's completely _____.
- 5. He wasn't _____ because he made too many mistakes.
- 6. She left the company because she ______ a more interesting job.
- 7. She is ______ for hiring new employees.
- 8. When she left, ______ was filled by someone else.
- 9. He was transferred into the department ______ the new manager.
- 10. She has ______, so she is always very busy.

(Words and phrases)

a) responsible for	f) need to schedule
b) was offered	g) promoted
c) her position	h) dependable
d) many responsibilities	i) to assist
e) our customers	j) a more effective

Quantitative English

Circle the correct answer.

Example: Which number is equal to the difference between the largest and smallest numbers?

5

2 4 1 3

1. What number is the second largest?

25 301 50 98 10

2. Which number is one-half the largest even number?

25 9 8 12.5 18

3. Which expression represents ten times the difference between *a* and *b*?

10(a+b) 10a+b 10(a-b)

4. Which number is 25% more than the smallest number?

12 32 8 16 10

5. Which number is the average of the other four numbers?

40 20 10 25 30

6. Which expression represents half the sum of a and b?

$$2(a+b) \qquad \frac{a+b}{2} \qquad 2(a-b)$$

7. Which number is five times the square root of sixteen?

40 4 24 20 12

8. What are the two largest of these six numbers?

2 4 6 8 10 12

9. What is fifty divided by five?

2 4 6 8 10

10. Which expression represents four times a plus three times b?

(4a+3)b (4+3)(a+b) 4a+3b 4(a+3b)