

## LEVEL TEST      UOE PART 1      MULTIPLE-CHOICE CLOZE

For questions **1-8** read the text below and decide which answer (**A, B, C or D**) best fits each gap. There is **one mark** for each correct answer.

### Home office

If you want to create a home office but only have a small room **(1)...**, keep in mind that there's really very little you actually need in your office.

For furniture, the bare **(2)...** are a desk and a chair. Bookshelves are convenient but **(3)...** . You could always store reference books in another room.

When it comes to **(4)...**, prioritize according to frequency of use. If you use your printer often, keep it in **(5)...** . If you use your scanner and fax machine less frequently, consider keeping them outside your work area.

Utilize the space underneath your desk to store your CPU, your rubbish bin and a rolling file cabinet that can be **(6)...** out as needed. Make use of wall space, too. If you don't have shelves on a wall, **(7)...** things from it.

Wall pockets are useful for incoming and outgoing mail, and they can free up **(8)...** on your desk. A notice board is a good use of space as well. Office supplies like paper clips can be stored in magnetic containers and hung from a magnetic strip on the bottom of a shelf.

- |                        |                      |                      |                    |
|------------------------|----------------------|----------------------|--------------------|
| <b>1 A</b> available   | <b>B</b> useful      | <b>C</b> appropriate | <b>D</b> study     |
| <b>2 A</b> walls       | <b>B</b> needed      | <b>C</b> essentials  | <b>D</b> sides     |
| <b>3 A</b> unnecessary | <b>B</b> standing    | <b>C</b> typed       | <b>D</b> used      |
| <b>4 A</b> decoration  | <b>B</b> hardware    | <b>C</b> paint       | <b>D</b> copies    |
| <b>5 A</b> reach       | <b>B</b> temperature | <b>C</b> condition   | <b>D</b> available |
| <b>6 A</b> made        | <b>B</b> rented      | <b>C</b> pulled      | <b>D</b> cleaned   |
| <b>7 A</b> use         | <b>B</b> take        | <b>C</b> hang        | <b>D</b> search    |
| <b>8 A</b> time        | <b>B</b> materials   | <b>C</b> pens        | <b>D</b> space     |

## ANSWERS

- |   |                      |                   |                     |                |
|---|----------------------|-------------------|---------------------|----------------|
| 1 | <b>A available</b>   | B useful          | C appropriate       | D study        |
| 2 | A walls              | B needed          | <b>C essentials</b> | D sides        |
| 3 | <b>A unnecessary</b> | B standing        | C typed             | D used         |
| 4 | A decoration         | <b>B hardware</b> | C paint             | D copies       |
| 5 | <b>A reach</b>       | B temperature     | C condition         | D available    |
| 6 | A made               | B rented          | <b>C pulled</b>     | D cleaned      |
| 7 | A use                | B take            | <b>C hang</b>       | D search       |
| 8 | A time               | B materials       | C pens              | <b>D space</b> |