

Unit Test 10

Answer all thirty questions. There is one mark per question.

LANGUAGE REVIEW: REPORTED SPEECH

A Choose the correct words to complete the sentences.

- 1 Nobody (said / told) me the meeting was cancelled.
- 2 She (said / told) Martina to make her own arrangements.
- 3 He (said / told) he didn't agree with Francisco's decision.
- 4 Somebody (said / told) that the sales figures were very good.
- 5 She (said / told) her manager that she wanted a raise.

B Rewrite these sentences in reported speech, changing the tenses. Begin with the person's name + *said*.

- 6 Alicia: 'I'm going to Rome.'

- 7 Jon: 'I'm working on Saturday.'

- 8 Ursula: 'The promotion has been going well.'

- 9 Mika and Min-soo: 'We like Spanish food.'

- 10 Sergei: 'I want more time off.'

VOCABULARY: VERBS AND PREPOSITIONS

A Complete the text with *in, to* or *with*.

A good manager listens (11)_____ employees' concerns, responds (12)_____ them quickly and deals (13)_____ problems as they arise. When people truly communicate (14)_____ one another, a lot of problems can be avoided. It's also extremely important for management to invest (15)_____ employee training.

B Match the sentence beginnings (16–20) with the endings (a–e).

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|-------------------------|---|
| 16 I don't always agree | a) on last quarter's results. |
| 17 Mr Senna reported | b) to Mr Ong about her plan for the sales campaign. |
| 18 Yusuf apologised | c) about the best way to solve the problem, but in the end we agreed. |
| 19 Jo and I argued | d) for his inappropriate remarks. |
| 20 Ms Oi talked | e) with Rupert, but we never really argue. |

SKILLS: SOCIALISING AND ENTERTAINING

A Match the questions (21–25) with the responses (a–e).

- 21 Do you have any contacts in sales and marketing?
- 22 How do you spend your weekends?
- 23 Can you tell me any interesting places to visit in your city?
- 24 What do you usually do after work?
- 25 Where are you going for your holiday this year?

- a) I play golf almost every Saturday.
- b) I could make some enquiries for you.
- c) I go out with my co-workers almost every night.
- d) Hawaii!
- e) You should see the Science Museum. It's fascinating.

B Complete the conversations with the sentences (a–e).

- a) Can I mention your name?
- b) Let me give you her business card.
- c) It's very kind of you, but another time perhaps.
- d) Thanks for showing me around the city.
- e) Goodbye. All the best.

Conversation 1

A (26) _____

B No problem. I really enjoyed it. Would you like to join us for a walk at the weekend?

A (27) _____

B Sure. Well, I'll be in touch soon.

A (28) _____

Conversation 2

A I'm looking for a contact in video production.

B Oh, you should speak with Vanessa Fabie.

(29) _____

A Great. Thank you.

(30) _____

B Absolutely. Tell her I recommended her.

Unit Test 11

Answer all thirty questions. There is one mark per question.

LANGUAGE REVIEW: CONDITIONALS

A Complete the sentences using the correct form of the verbs in brackets.

- 1 If the test results _____ (be) good, we'll start production immediately.
- 2 If we'd known this model was going to be so popular, we _____ (increase) production months ago.

- 3 If you _____ (pay) up front, we'll give you a substantial discount.
- 4 If you _____ (accept) our terms for this order, we would negotiate new terms for the next order.
- 5 If Dean wants to have dinner and discuss the contract, we _____ (be) happy to meet with him.

B One word is missing from each sentence. Write the missing word in the correct place.

- 6 If you were more relaxed, your presentations be more enjoyable.
- 7 If we don't lower our prices, our sales increase.
- 8 If your sales record better, we'd give you a pay increase.
- 9 If I give you a pay increase, you organise our training programme?
- 10 If Carmen a tougher negotiator, she'd get better discounts.

VOCABULARY: WORD-BUILDING

A Complete the sentences with the correct form of words from the box.

calmness	creativity	emotion	formality	patience
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- 11 Peter is always very _____ and relaxed. Even when he's under a lot of pressure, he never gets upset.
- 12 On Fridays, when everyone wears jeans to work, the atmosphere in our office is _____.
- 13 When I negotiate, I prefer not to show any _____. Whether I'm very happy or very angry, I try to keep my face politely neutral.
- 14 Our printer is slow and people feel _____ when they have to waste time waiting for a print job to come out.
- 15 I'm afraid the new ad campaign is _____. There isn't anything new or fresh or interesting about it.

B Choose the correct words to complete the text.

As a manager, I sometimes think my greatest (16)(weakness / weak) is wanting my employees to be happy all of the time. I suppose the positive side of this is that I'm (17)(sympathy / sympathetic), but that can be a problem when dealing with conflict. My employees have a lot of (18)(enthusiasm / enthusiastic) for their work and most of them are good at what they do. And they know it. Almost every month, one of them asks me for a pay increase.

I know they talk to each other about money and so I have to be very (19)(consistent / inconsistent) about pay increases. They need to believe that I'm completely fair. Of course I've had to say no more often than yes, but they trust me to be (20)(inflexible / flexible) and to find creative solutions to problems, even when I can't give them more money.

SKILLS: NEGOTIATING: DEALING WITH CONFLICT

A Complete the conversation with the phrases (a–e).

- a) I've always met
- b) What if we gave
- c) Let's look
- d) Yes, I see
- e) I believe I should be

A (21)_____ paid more.

B You're currently earning about \$50,000. What figure did you have in mind?

A \$90,000, immediately.

B That's nearly double!

A Well, (22)_____ my sales targets.

B (23)_____ what you mean. But an 80 per cent pay increase isn't going to happen.

A OK. Then what is going to happen?

B OK. (24)_____ you a 25 per cent increase from the start of next year?

A \$62,500? I'm not sure about that.

B (25)_____ at this another way. Your salary is \$50,000 but there are also benefits to consider.

B Put the words in the correct order to make sentences.

26 record I've sales got excellent an .

27 we don't come Why back later that to ?

28 a I'd to suggestion like make .

29 we've Can agreed I what over go ?

30 the over main go points Let's again .

Unit Test 12

Answer all thirty questions. There is one mark per question.

LANGUAGE REVIEW: PASSIVES

A Complete the passive sentences using the correct form of the verbs in brackets.

- 1 Our first range of clothing _____ (launch) ten years ago.
- 2 Our sales and marketing department _____ (manage) by Bob Watson, who has been with the company since the beginning.
- 3 Most of our clothing _____ (make) in China.
- 4 Three years ago, our company _____ (give) an award for innovative design.
- 5 Several of our designs _____ (wear) by top celebrities.

B Rewrite these active sentences in the passive.

6 The company has hired a new CEO.

7 The laboratory has thoroughly tested the products.

8 The designers have included energy-saving bulbs on this model.

9 The company has sold more than 100,000 units of this popular product.

10 The manufacturer has included a well-designed remote control.

VOCABULARY: DESCRIBING PRODUCTS

A Match the sentence beginnings (11–15) with the endings (a–e).

- 11 Businesspeople today use a lot of high-
- 12 If you're a salesperson who walks a lot, you need to have a pair of hard-
- 13 If you use your gadgets on international flights, you need long-
- 14 This electronic tablet is one of our best-
- 15 If you travel a lot for work, you need to have well-

- a) made luggage.
- b) life batteries.
- c) selling products.
- d) wearing shoes.
- e) tech gadgets.

B Complete the sentences with words from the box.

efficient	fashionable	healthy	pure	reliable
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- 16 Builders need tools that are very _____ and work well for many years.
- 17 When a product becomes _____ in Hollywood, sales increase all over the world.
- 18 People like this brand of mineral water because it comes from a _____ spring high in the mountains.
- 19 These fruit smoothies are aimed at people who want a _____ alternative to soft drinks.
- 20 Our new bulbs use very little electricity. In fact, they're the most _____ bulbs available.