

Progress test answer key

Unit 1

- 1 up-and-coming
- 2 outspoken
- 3 self-assured
- 4 easy-going
- 5 time-consuming
- 6 out-of-the-way
- 7 form an opinion
- 8 keep your eyes open
- 9 manage unknowns
- 10 build relationships
- 11 gives you an insight
- 12 weigh up the pros and cons
- 13 c
- 14 a
- 15 d
- 16 b
- 17 f
- 18 h
- 19 g
- 20 i
- 21 j
- 22 e
- 23 had planned
- 24 'll have finished
- 25 was talking
- 26 could have been
- 27 shouldn't have ordered
- 28 've bought
- 29 've been trying
- 30 is happening

Unit 2

- 1 stand
- 2 cling
- 3 move
- 4 stay
- 5 come
- 6 keep
- 7 stick
- 8 conventional
- 9 horizontally
- 10 grow
- 11 stage
- 12 broaden
- 13 backward / backwards
- 14 started
- 15 run
- 16 keen
- 17 come
- 18 Would(n't)
- 19 come
- 20 ahead
- 21 wondering
- 22 move

- 23 had ('d) been
- 24 would have (would've) happened
- 25 had
- 26 had ('d) thought
- 27 might have (might've) been
- 28 shouldn't have reacted
- 29 didn't cancel
- 30 had ('d) gone

Unit 3

- 1 entering
- 2 Carrying out
- 3 procedure
- 4 putting in place
- 5 transformation
- 6 means
- 7 option
- 8 implement
- 9 targets
- 10 enthusiasm
- 11 problems
- 12 information
- 13 progress
- 14 I'd like to start by
- 15 Just to fill you in on some of the background
- 16 Now, I don't know if you're familiar with
- 17 Perhaps here I should explain what I mean by
- 18 Just to digress for a second
- 19 I know what you **mean**, they **are going to make / will make** people ...
- 20 a **tricky** time, expected **to work** overtime ...
- 21 you might **well / might want**, little more **diplomatic**
- 22 **you'll be** flying, worth **trying**
- 23 **coming** from, we **will have been** working ...
- 24 will **be**, for **certain**

Unit 4

- 1 anticipate
- 2 weigh up
- 3 expose
- 4 run
- 5 determine
- 6 minimize
- 7 over-cautious
- 8 sensible
- 9 reckless
- 10 rash
- 11 risk-averse
- 12 ... interested **to hear / in hearing**

- what you ...
- 13 ... to have **second** thoughts / serious **doubts**
- 14 ... could just **bring** the conversation ...
- 15 Could you **let** Jason ...
- 16 I'd like to **draw** things ...
- 17 to **sum** up their ...
- 18 right
- 19 reservations
- 20 respect
- 21 getting
- 22 consensus
- 23 it's
- 24 that's
- 25 that was / it was
- 26 this
- 27 b
- 28 a
- 29 d
- 30 c

Unit 5

- 1 treats, unfairly
- 2 expressing, clearly
- 3 done, thoroughly
- 4 tread, carefully
- 5 work, closely
- 6 viewed, positively
- 7 with
- 8 of
- 9 to
- 10 of
- 11 to
- 12 understood
- 13 focused
- 14 deal
- 15 aware
- 16 would
- 17 honest
- 18 consider
- 19 prepared
- 20 What I'd really like to know is why they got rid of Tom.
- 21 Not only has the new finance manager stopped all new recruitment, but there's also talk of redundancies.
- 22 The reason (why) we're a successful team is because we get on so well together.
- 23 We have to finish this project by Friday which is why we're all working overtime at the moment.
- 24 What really worries me is the financial data for this quarter. / What's a real worry is the financial data for this quarter.

Unit 6

- 1 into
- 2 beyond
- 3 by
- 4 ahead of
- 5 around
- 6 off
- 7 back on
- 8 outside
- 9 out
- 10 clear
- 11 lines
- 12 wondering
- 13 concerned
- 14 supposing
- 15 stopping
- 16 worth
- 17 cause a stir
- 18 demand precision
- 19 outperform the competition
- 20 control costs
- 21 undergo change
- 22 Actually
- 23 just
- 24 totally
- 25 surprisingly
- 26 obviously
- 27 you're on the right track
- 28 I'm trying to think how
- 29 It's difficult for me to explain really
- 30 It just needs a bit more

Unit 7

- 1 personal development plan
- 2 shared vision
- 3 skills deficit
- 4 self-directed
- 5 bottom-up
- 6 b
- 7 e
- 8 f
- 9 c
- 10 h
- 11 g
- 12 d
- 13 a
- 14 Having seen how ...
- 15 Given the shortage ...
- 16 Faced with similar ...
- 17 Knowing how hard you've worked, I think ...
- 18 I was supposed to meet the visitors from Germany at the airport, but Harry went in my place.

- 19 I thought Elke would be a great addition to the team, but she's very lazy and hasn't fitted into the team.
- 20 I was going to finish the report before I left the office, but I couldn't because I had a long phone call.
- 21 The company intended to / had intended to review the pay scale in June, but there was not review due to bad financial results.
- 22 use
- 23 head
- 24 expectations
- 25 limit
- 26 scratch

Unit 8

- 1 to
- 2 on
- 3 up
- 4 for
- 5 **put** my skills to the test, **take** pride in
- 6 **feel / be / become** part of, see a **future** for
- 7 **was coming** to that, **at** the moment
- 8 touch **on**, **would** be a good idea
- 9 sketch **out**, **unfortunately** I can't
- 10 the **exact** figures, I'll get back to you
- 11 **Off** the top, **double check** if you like
- 12 Why should I invest in your company?
- 13 Would you like me to show you the product? Can I / Should I / May I / Could I show you ...?
- 14 You think this is a unique product, do you?
- 15 You're sure about that, are you?
- 16 I assume that you've already spoken to retailers about stocking your product?
- 17 Would you mind if I looked / Can I look / Could I look ... at your business plan?
- 18 How much money are you looking for?
- 19 d
- 20 a
- 21 e
- 22 b
- 23 c

Unit 9

- 1 track record
- 2 quantifiable data
- 3 drain on resources
- 4 return on investment
- 5 knowledge base
- 6 mismanaged
- 7 allocated

- 8 squandering
- 9 utilize
- 10 consensus
- 11 perspective
- 12 picture
- 13 points
- 14 viability
- 15 position
- 16 strategy
- 17 wouldn't be experiencing
- 18 set up
- 19 'd be / would be
- 20 Provided we do / did
- 21 wouldn't have invested
- 22 has become
- 23 hadn't already spent
- 24 would / might be able to
- 25 Sorry if I didn't make that clear.
- 26 I was thinking more along the lines of
- 27 What I meant was
- 28 that's not exactly what I'm saying
- 29 That's not really what I meant
- 30 What I actually wanted to say was

Unit 10

- 1 committed
- 2 decisive
- 3 collaborative
- 4 self-aware
- 5 of
- 6 over
- 7 to
- 8 in
- 9 What this will allow us to do is ...
- 10 As I understand it, ...
- 11 I would / I'd encourage all of you ...
- 12 I have some / serious reservations about ...
- 13 Can you give us an assurance that ...
- 14 That's a valid point, ...
- 15 Each one of you has (got) ...
- 16 We've just been informed
- 17 has finally been persuaded
- 18 A decision was taken
- 19 It's going to be suggested
- 20 It was proposed
- 21 will be / is going to be coordinated
- 22 It was decided
- 23 have to **say**, I'll be **expected** to
- 24 new project **has been**, **personally** speaking
- 25 I've been told / It's been **said**, tell you **the** truth
- 26 It's been suggested, to be honest **with** you

Progress test answer key

Unit 11

- 1 potentially
- 2 relatively
- 3 profoundly
- 4 irretrievably
- 5 conducted
- 6 strives
- 7 pride
- 8 committed
- 9 it's beyond my / our control
- 10 Is that something you would / could / might consider?
- 11 could you make do with a part-time employee
- 12 not out of the question
- 13 I have to stay / stand firm on this.
- 14 that / it sounds feasible
- 15 are stuck with the situation
- 16 it (just) won't work / it's not working
- 17 Under no circumstances should you enter the building through the rear door.
- 18 Not only was the order delayed, but the goods were also damaged.
- 19 Not until you have restarted your computer can you activate the virus scan program.
- 20 Were you to take the job in Austria, you would have the chance to improve your German.
- 21 Had I known you were going to be in town today, I would have changed my plans.
- 22 Rarely do we get an offer like this. We shouldn't turn it down.
- 23 a bit **delicate**, mean **to** sound rude
- 24 don't **take** this, don't **take** offence
- 25 With **respect**, not quite sure **how** to
- 26 I **don't** think, You need **to understand**
- 15 position
- 16 across
- 17 To tell you the truth
- 18 Admittedly
- 19 Obviously,
- 20 Of course
- 21 after all
- 22 as I was saying
- 23 Anyway
- 24 so to speak
- 25 That was a very **worthwhile** meeting.
- 26 Glad you **thought so**.
- 27 I think it went quite **well** after all!
- 28 I was **hoping** it would be well received.
- 29 **You're** looking well. / You **look** well.
- 30 You did a great **job**.

Unit 12

- 1 taken **in** by
- 2 buy **into** the idea of
- 3 held out **for** the one
- 4 live **up** to your
- 5 picked **up on** a number
- 6 play **on** the fact
- 7 how to put **across** what
- 8 to tap **into** the expertise
- 9 consideration
- 10 afford
- 11 apparent
- 12 in addition
- 13 acknowledge
- 14 achievable