

1 | Progress test

Complete the missing words in these sentences.

- 1 This area around the docks is certainly u_____.
A lot of new flats have been built, and it seems like new restaurants are opening every day!
- 2 John always says exactly what he thinks. That isn't normally a problem, but I think we need someone less o_____ and more diplomatic for this negotiation.
- 3 This candidate is certainly very s_____, which is good. We need someone who is confident.
- 4 John is always so relaxed and never gets irritated with his colleagues. Having such an e_____ person in the department has had a positive influence on the team.
- 5 This is so t_____! It's taken me three hours so far to enter all the information onto the database.
- 6 The site is too o_____. I don't think we would get much passing trade. We need to open the restaurant in the centre of town.

Complete these sentences with phrases from the list.

build relationships	give you an insight
form an opinion	keep your eyes open
weigh up the pros and cons	manage unknowns

- 7 You can't _____ about someone if you hardly know them.
- 8 When you travel abroad, you should always _____ and take notice of the way people in that culture interact with each other.
- 9 You can't foresee exactly what's going to happen, so part of the skill of being a good leader is to be flexible and ready to _____.
- 10 To _____ with people, you have to be open and trusting.
- 11 A three-week trip to Japan will certainly _____ into their culture, but you would have to live there to be able to really understand it.
- 12 It's important to _____ before making a decision.

Complete these conversations with phrases a–j. Write the letters in the spaces.

- | | |
|---------------------------|-------------------------|
| a I gathered from | f The major advantage |
| b I'm a bit reluctant to | g I'm sure you'll agree |
| c I wouldn't go so far as | h not 100% convinced |
| d We can't go wrong | i I'm not saying |
| e outweigh the cons | j it's just that |

- A How did the meeting go?
B **13** ___ to say that they're ready to sign, but it was positive. **14** ___ what they said that they're not happy with their current suppliers, so we're in with a chance.
A We're onto a winner here. **15** ___. We've got a great product, at the right price. I'm sure they'll make an order soon.
B Well, **16** ___ open the champagne yet.
C What do you think of the possible new site for our offices?
D **17** ___ is that because it's out of town, it's so much cheaper.
C The rent may be cheaper, but I'm just **18** ___. I'm worried about the commute for staff.
D But **19** ___ that the offices are bigger and more modern.
C True. **20** ___ that there aren't lots of positive points, **21** ___ I think we should think it over carefully before we decide.
D OK. But I think the pros definitely **22** ___.

Choose the correct answer from the words in *italics*.

- 23 I *had planned* / *have planned* to go to Spain on holiday, but I broke my leg, so I couldn't go.
- 24 I'll *be finishing* / I'll *have finished* the report by Friday.
- 25 I *was talking* / *talked* to Gaston when we were cut off.
- 26 The negotiations *could be* / *could have been* easier, to be honest – in fact they were pretty intense.
- 27 I *shouldn't have ordered* / *shouldn't order* so much stock. There's so much here – we'll never sell it.
- 28 I've *been buying* / *'ve bought* the tickets. We just need to book the hotel now.
- 29 I *try* / I've *been trying* to get in touch with Mr Anderson, but his line's always busy.
- 30 Can you phone the factory and find out what *will be happening* / *is happening*?

Result _____ / 30 marks

Role cards

Copy this page and cut out the role cards for the students. Students should do both role-plays. Then use the *Speaking test results* forms to evaluate each student's performance. You can then cut out the results and give them to the students.

Cut along this line

Student A

- You are a manager at an IT company and you think the company should expand to a second site and rent offices in the up-and-coming docks area. Tell another manager about the idea.
 - Introduce yourself.
 - Report why you like the the docks area (looks modern, would give the company a young image, would be good for employee morale).
 - Report the opinions of the estate agent (need to decide now – offices are being sold and rented quickly).
 - Try to persuade Student B that this move is a good idea.
- Listen to Student B explain why he / she prefers a new out-of-town business park.

Express doubt about his / her idea.

- it's depressing (lots of concrete)
- it's quite far out of town

Student B

- You are a manager at an IT company. Listen to another manager explain why he / she thinks the company should expand to a second site and rent offices in the up-and-coming docks area.
 - Express doubt about his / her idea.
 - it's unreasonably expensive
 - it's noisy (more suitable for restaurants and flats)
- You prefer a new out-of-town business park. Tell Student A about your idea.
 - Introduce yourself.
 - Report why you like the new business park (near the university so would be easier to recruit young IT specialists for internships etc., nice setting – lots of trees).
 - Report the opinions of the estate agent (rent is reasonable, with reductions for the first year).
 - Try to persuade Student A that this move is a good idea.

Cut along this line

Speaking test results

Cut along this line

Student A

Can the student ...	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
introduce him / herself?			
report a personal observation?			
report information from another source?			
express doubt?			
be persuasive?			

Result _____ / 10 marks

Student B

Can the student ...	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
introduce him / herself?			
report a personal observation?			
report information from another source?			
express doubt?			
be persuasive?			

Result _____ / 10 marks

Cut along this line