

11 | Progress test

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

- 1 It's out of the question to stop production in South Korea – it would be *significantly* / *irretrievably* / *potentially* disastrous.
- 2 Now that the price of oil has settled, transport costs are *relatively* / *unexpectedly* / *decreasingly* stable.
- 3 I have no idea why I keep getting all these unsolicited emails. It's *significantly* / *potentially* / *profoundly* worrying.
- 4 After last month's PR scandal, it looks like we have serious problems. The whole situation has been *profoundly* / *irretrievably* / *unexpectedly* damaging to the company.

Complete this extract from an appraisal document with the correct form of the words in the list.

commit conduct pride strive

Eamonn has had a good year, and has ⁵ _____ business with our clients extremely professionally. He always ⁶ _____ to achieve the best possible results, and takes ⁷ _____ in his achievements. He remains ⁸ _____ to our customers, and yet continues to exceed sales targets.

Use the words in *italics* to complete these sentences.

- 9 I'm sorry, but there's nothing I can do – *beyond* / *control*.

- 10 I was thinking about another alternative – getting in a consultant: *that* / *something* / *you* / *consider*?

- 11 Sam's going to be off for six months on a secondment – *you* / *make* / *do* / *part-time employee* as a replacement for the time being? _____
- 12 Your point about speeding up deliveries is an interesting one, and it's certainly *not* / *question*.

- 13 The answer's no. That's all there is to it. *I* / *firm* / *this*.

- 14 Mmm, *sound* / *feasible*. In fact, it seems a better idea, and I really think we might be able to make it work.

- 15 I know it's not ideal, but there is nothing we can do about it. *We stuck* / *situation*.

- 16 Look, we've already established that there are too many problems. Let's face it, *it* / *not* / *work*.

Rewrite these sentences using an inversion and the words in brackets.

- 17 You should not enter the building through the rear door in any situation. (under no circumstances)

- 18 The order was delayed and the goods were damaged! (not only) _____
- 19 You can only activate the virus scan program when you have restarted your computer. (not until)

- 20 If you decided to take the job in Austria, you would have the chance to improve your German. (were)

- 21 If I had known you were going to be in town today, I'd have changed my plans. (had)

- 22 We shouldn't turn it down – it's not often we get an offer like this! (rarely) _____

Correct the two mistakes in each sentence. (2 points per sentence)

- 23 John, can I have a word? This is a bit dedicate. I don't mean sound rude, but that jacket just isn't appropriate for this event.
- 24 Please don't put this the wrong way, but this meeting is actually only for senior management, so you're not allowed to attend. Please don't give offence.
- 25 With respectful, your idea is unfeasible. I'm not quite sure where to put this, but from what I've heard your ideas are often poorly thought through.
- 26 I think it's quite as simple as that. You need understanding that there are far more people involved in this.

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 an office manager. An intruder recently entered offices at your company, threatened a member of staff, and stole some money. As a result, you want to introduce tighter security measures. Your preferences are:
 - Everyone should have their bags checked (including staff) when they enter the building.
 - Introduce a signing-in system for staff for six months.
 Meet a senior manager to discuss the situation.
 - state the situation and initiate negotiation
 - be prepared to negotiate on some aspects, but not all
 - reach an agreement
- You are a senior manager. There are to be a series of one-week transport strikes in your city. Your preferences are:
 - Staff should try to get to work (car-share system).
 - Conference calls everyday for all senior staff.
 Meet the HR manager to discuss the situation.
 - listen and then present your own preferences
 - be prepared to negotiate on some aspects, but not all
 - reach an agreement

Student B

- You are a senior manager. An intruder recently entered offices at your company, threatened a member of staff, and stole some money. Tighter security measures are to be introduced. Your preferences are:
 - Visitors should have their bags checked.
 - Introduce a signing-in system for two weeks.
 Meet an office manager to discuss the situation.
 - listen and then present your own preferences
 - be prepared to negotiate on some aspects, but not all
 - reach an agreement
- You are the HR manager. There are to be a series of one-week transport strikes in your city. This will make it difficult for staff to get to work. Your preferences are:
 - Let staff work from home.
 - Ask staff to email a review of their work regularly.
 Meet a senior manager to discuss the situation.
 - state the situation and initiate negotiation
 - be prepared to negotiate on some aspects, but not all
 - reach an agreement

Cut along this line

Speaking test results

Use these forms to evaluate the students.

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)
state the position?			
initiate negotiation?			
show he / she is happy to negotiate?			
show he / she is unhappy to negotiate?			
reach an agreement?			

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)
state the position?			
initiate negotiation?			
show he / she is happy to negotiate?			
show he / she is unhappy to negotiate?			
reach an agreement?			

Result _____ / 10 marks

Cut along this line