

2 | Progress test

Complete these sentences with words from the list.

stay stick stand come cling keep move

- 1 You have to _____ up for your beliefs.
- 2 He's trying to _____ on to his job, but I think they're going to fire him.
- 3 I'm ready to _____ on to something new in my life.
- 4 We'll need to improve our career development if we want to _____ ahead of the competition.
- 5 Have you _____ up with any new recruitment ideas?
- 6 If you want to be promoted, you have to _____ in with the right people.
- 7 It's difficult to _____ up for somebody if you know they're in the wrong.

Replace the words in **bold** with the correct word. The first letter is given.

- 8 My brother works for the family business, but I didn't want to follow such a **standard** path.
c _____
- 9 She decided to move **laterally** to get away from a difficult boss.
h _____
- 10 It's taken me about a year to **progress** into my role.
g _____
- 11 He's reached the **point** where he just has to move on.
s _____
- 12 It's time to look for another job to **extend** my horizons.
b _____
- 13 When he moved to the subsidiary he felt he'd taken a step **behind**.
b _____

Complete this conversation with the missing words.

- A So, let's get **14** s_____. The purpose of today's meeting is to discuss ways of improving our performance evaluations. Philippa, would you like to **15** r_____ us through your findings?
- B Yes, sure. Now, I know not all of you are **16** k_____ on this idea, but what's clear is that many of our line managers need further training.
- C Sorry, can I just **17** c_____ in here? **18** W_____ this be the right time to talk about the management course we ran earlier this year?
- A Can I suggest we **19** c_____ back to that when Philippa's finished? Philippa, go **20** a_____.
- B Thanks, David. The best course I've found was a weekend course, and I was **21** w_____ if our line managers would be prepared to give up one Saturday some time in the next three months. I'll **22** m_____ on to the details of the course in a moment, but could you answer that question first?

Complete these sentences with the correct tense of the verbs in brackets.

- 23 If only I _____ (be) there to see his face when they told him about the crisis in Paris!
- 24 What do you think _____ (happen) if we hadn't made that decision?
- 25 I'm so glad we _____ (have) time to discuss recruitment at yesterday's meeting.
- 26 If they _____ (think) about it earlier, we wouldn't have had that problem.
- 27 It _____ (might / be) better if you hadn't paid them in advance, but maybe it wouldn't have made a difference to the quality of the work anyway.
- 28 The directors _____ (should / not / react) like that.
- 29 The training course went very well in the end. It's just as well we _____ (not / cancel) it.
- 30 Suppose you _____ (go) ahead with the plan, we'd probably have gone bankrupt.

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

Your company has lost many of its best employees to competitors. You are a senior manager. Meet another senior manager to discuss the problem.

- Start the discussion. State a past mistake and the consequences. (The company concentrated on satisfying customers, and the needs of the staff were neglected.)
- Deal with the interruption and clarify your views. (Not enough IT training for staff to do their jobs properly, which led to stress and dissatisfaction.)
- Ask for clarification of Student B's views.
- Interrupt your partner. Respond with reservations. (Increasing salaries would be too expensive. A bonus would be better.)

Student B

Your company has lost many of its best employees to competitors. You are a senior manager. Meet another senior manager to discuss the problem.

- Student A will start. Interrupt and ask for clarification.
- Listen to the clarification and respond with reservations. Then state another past mistake and the consequences. (IT training isn't the answer. Problems are due to the lack of performance evaluations which led to a lack of career development opportunities.)
- Clarify your views. (New staff were employed instead of promoting internally. Increasing salaries and benefits would boost morale and solve the problem.)
- Deal with the interruption. Give your opinion and decide on future action.

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 past mistakes and consequences?			
interrupt / ask for clarification?			
deal with interruptions?			
put forward an idea?			
express reservations?			

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 past mistakes and consequences?			
interrupt / ask for clarification?			
deal with interruptions?			
put forward an idea?			
express reservations?			

Result _____ / 10 marks

Cut along this line