

5 | Progress test

Complete these sentences with two words from the list. Change the form of the verb where necessary. (2 points per sentence)

express do treat view work
tread clearly thoroughly unfairly
closely positively carefully

- 1 He is not a good manager. He _____ his employees very _____, favouring one over another.
- 2 The presentation wasn't very good – I really didn't understand what he was going on about. He seems incapable of _____ himself _____.
- 3 This is an excellent report. I think you've really _____ it _____, focusing in detail on all the problems in the department.
- 4 You need to _____ quite _____ with John this morning. He's had some bad news from Head Office, so he's not in a good mood.
- 5 We've got subsidiaries all over the world. We have to make sure we offer the same style of service so it's essential that we _____ very _____ with all our counterparts.
- 6 He's a hard worker, but he isn't always _____ very _____ by the team because he tends to be pushy when the senior managers are around.

Complete these sentences with the missing preposition.

- 7 Coping _____ a full-time job and a family can sometimes be stressful.
- 8 You should steer clear _____ any confrontation at this stage. It won't help.
- 9 If you had paid closer attention _____ what he said, you'd understand how the new software works.
- 10 The sales team fell short _____ their targets again this quarter. Perhaps the targets are just too unrealistic.
- 11 There are five presentations this afternoon, so it's important you keep _____ the schedule.

Complete the missing words in these sentences.

- A Can I just make sure I've ¹²u_____ this correctly? You sent the invoice for McLaren to Linux and the invoice for Linux to McLaren?
- B Yes, but it was the temporary secretary's fault.
- A Look, you're entitled to your opinion, but can we try and stay ¹³f_____ on the facts? How do you propose we ¹⁴d_____ with this issue now? I don't know if you're ¹⁵a_____, but McLaren pay thirty percent more than Linux for the same services!
- B Look, ¹⁶w_____ it help if I called Linux and McLaren and just asked them to send back the invoices without opening them?
- A To be ¹⁷h_____, I just don't understand how you could even ¹⁸c_____ doing that – it would look so unprofessional!
- B Well, I'm often in contact with the receptionists from both companies. I'm ¹⁹p_____ to call them, explain we've sent them some confidential documents by mistake and offer to go and pick them up.

Re-write these sentences using the words / phrases in brackets to add emphasis.

Example: *The people in the marketing department are the ones that make the most noise. (it's)*

It's the people in the marketing department who make the most noise.

- 20 Why did they get rid of Tom? He was a very valuable team member. (what I'd really like to know)

- 21 The new finance manager has stopped all new recruitment and there's talk of redundancies. (not only ..., but also ...) _____
- 22 We're a successful team because we get on so well together. (the reason) _____
- 23 We have to finish this project before Friday, so we're all working overtime at the moment. (which is why)

- 24 The financial data for this quarter is a real worry. (what)

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 overseeing a project and you've been having problems with your designer (Student B) and have arranged a meeting to discuss this. Your concerns are:
 - One team member (John), has said that designs are often late and are not of a good standard.
 - John also says that Student B doesn't seem interested in the project at all and that he / she doesn't always turn up for important update meetings.

During the meeting

- express your first concern diplomatically
 - express your second concern more directly
 - respond to B's offer and finish the meeting appropriately.
- You're having problems with a team member (Brad). Your team leader (Student B) has arranged a meeting to discuss this. During the meeting
 - listen and disagree – Brad is always interrupting you in meetings and he has too many impractical ideas
 - listen to the second point and offer a compromise – you'll reconsider his ideas if he stops interrupting you.

Student B

- You're the designer on a project and you're having problems with a team member (John). Your team leader (Student A) has arranged a meeting to discuss this. During the meeting
 - listen and disagree – John is disorganized. There have been a lot of last-minute changes to the designs
 - listen to the second point and offer a compromise – you've been away a lot, but you'll arrange to meet John for an update if he makes a decision about the design.

- You're a team leader. Two people in your team (Student A and Brad) don't get on. You have arranged a meeting with Student A to discuss this. Your concerns are:

- Student A and Brad are always arguing – bad for morale. Brad says Student A never takes his ideas on board.
- Students A has been in the company far longer than Brad so he / she has to resolve the problem.

During the meeting

- express your first concern diplomatically
- express your second concern more directly
- respond to A's offer and finish the meeting.

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)
express concerns diplomatically?			
express concerns directly?			
disagree?			
offer a compromise?			
finish a meeting appropriately?			

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)
express concerns diplomatically?			
express concerns directly?			
disagree?			
offer a compromise?			
finish a meeting appropriately?			

Result _____ / 10 marks

Cut along this line