

7 | Progress test

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

- 1 Can you bring your *personal development plan* / *performance management* so that we can review your targets and objectives for next year?
- 2 We have to ensure that we all have a *structural change* / *shared vision*, otherwise we won't all be focused on achieving the company goals.
- 3 Due to the serious *skills deficit* / *structural change*, we'll be introducing extensive in-house training.
- 4 Our employees are far more committed if they're personally involved in their own development, so we're focusing on *centrally-driven* / *self-directed* training.
- 5 We take a *bottom-up* / *top-down* approach to training, using information from appraisals and focusing on individual needs.

Complete this conversation with phrases a–h. Write the letters in the spaces.

- | | |
|------------------------|---------------------|
| a have you heard | e you're saying |
| b run it by me again | f do you mean that |
| c spell out | g by the way |
| d it's a bit off-topic | h what was the name |

- A I didn't quite follow. Could you **6** ___?
- B Well, I was thinking we could send two or three members of staff abroad.
- B So **7** ___ that we send them to England to do a language course?
- A Well, yes. Or Ireland. For a month or so.
- A **8** ___ we'll just pay for the courses and let them go? What about their projects?
- B I don't see why not – if we choose the right time.
- A Could you **9** ___ some of the details?
- B Well, they do three months training here, and then go abroad. Then they come back and continue as before. Academy International in Dublin has a great reputation.
- A Sorry, **10** ___ again?
- B Academy International.
- A Didn't Sue go on one of their courses? Oh, **11** ___, have you heard that she's thinking of applying for Fran's job and ... actually it doesn't matter – **12** ___ right now.
- B That reminds me – **13** ___ that Fran was actually forced to retire early?

Re-write these sentences using a word from the list.

faced given knowing having

- 14 As a result of seeing how our sister organization works, I'd like to suggest a few structural changes.

- 15 Because there is a shortage of people with these qualifications, we need to consider other attributes in potential staff. _____
- 16 If we were up against similar circumstances again, we wouldn't accept the offer.

- 17 I realize you've worked really hard, and you deserve credit for it. _____

Re-write these sentences with a tense expressing 'the future in the past', using the information in brackets. (2 points per sentence)

- 18 I'm supposed to meet the visitors from Germany at the airport this afternoon. (Harry went in my place)

- 19 Elke has joined the team and I think she'll be a great addition. (Elke is very lazy and hasn't fitted into the team)

- 20 I'm going to finish the report before I leave the office today. (couldn't finish it – had a long phone call)

- 21 The company intends to review the pay scale in June. (no review due to bad financial results)

Complete the missing words in these sentences.

- 22 This workshop is not the best u_____ of my time.
- 23 The noise in this office is doing my h_____ in.
- 24 She hasn't lived up to e_____ so far.
- 25 I have to leave. I've just about reached my l_____.
- 26 This leaflet is not up to s_____. We need a redesign.

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.

Student A

- You are the training manager at the Montenegro branch of an international company. Call your colleague in London to suggest a presentation skills course for your staff.
 - two-day course
 - in May or June (date to be finalized by Friday next week)
 - 12 participants (could push this to 15)
 - use hotel conference rooms in town – good rates offered
 - When asked, recommend a wonderful hotel in Kotor on the coast for their next trip and offer to send details.
- You work for an international company in Zurich. Your colleague organizes team-building weekends. They call to tell you about a new venue. During the conversation
 - check the facts
 - check that you've understood everything
 - ask for clarification if necessary
 - digress and ask for a recommendation for a good Swiss restaurant in Zurich for friends visiting next month – then get back to the main topic.

Student B

- You work in HR at Head Office in London. The training manager from the Montenegro office calls to discuss a possible presentation skills course for his / her staff. During the conversation
 - check the facts
 - check that you've understood everything
 - ask for clarification if necessary
 - digress and ask A to recommend a hotel for your next trip to Montenegro – then get back to the main topic.
- You organize team-building weekends for an international company in Zurich. Call your colleague to suggest the Bernese Alps as the venue for the next event.
 - weekends between November and March
 - activities (e.g. Nordic walking) plus corporate training
 - accommodation in chalets – max 45 people
 - full board, instructor fees, and all activities included
 - When asked, recommend a traditional Swiss restaurant in Zurich and offer to send a link to the website.

Cut along this line

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)
check facts?			
check understanding?			
ask for clarification?			
digress?			
get back to the main topic?			

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)
check facts?			
check understanding?			
ask for clarification?			
digress?			
get back to the main topic?			

Result _____ / 10 marks

Cut along this line