

9 | Progress test

Complete these sentences with a phrase from the list.

quantifiable data drain on resources
knowledge base track record
return on investment

- 1 We don't know what that company's _____ is for this kind of work.
- 2 I'm sorry, but I need more _____ – your proposal doesn't include any actual figures.
- 3 We've hardly started this project, but already it's proving very expensive – it's a real _____.
- 4 I'm afraid I'm not prepared to put up the money for this unless there's going to be a decent _____.
- 5 We don't need to outsource this. The _____ we have within the company is more than sufficient.

Complete the missing verbs in these sentences.

- 6 The project failed because we m_____ our resources.
- 7 Have you a_____ sufficient resources to the project?
- 8 We're so wasteful. We must stop s_____ our resources.
- 9 How can we best u_____ our resources?

Complete these sentences with words from the list.

consensus perspective picture
points position strategy viability

- 10 So the general _____ is that we should go ahead?
- 11 We need to look at this from a long-term _____.
- 12 It's all fine, but we need to look at the bigger _____.
- 13 Are there any other _____ we need to consider?
- 14 Yes, but we need to bear in mind the long-term _____ of all this. Will it still be working ten years from now?
- 15 Look, we can't give up now. We're in a really strong _____. I really think we could win this tender.
- 16 We need a clear _____ to move the business forward.

Complete these sentences with the correct form of the words in brackets.

- 17 If we'd thought about this before, we _____ (not / experience) so many problems now.
- 18 You'll be able to finalize the plans by the weekend if you _____ (set up) a meeting for Thursday.
- 19 If we could use the same contractors as last time, then it _____ (be) easy to get started.
- 20 _____ (provide / we / do) the interviewing in pairs, it shouldn't take more than two afternoons.
- 21 Had I known the system would be out of date within a year, I _____ (not / invest) so much in it.
- 22 Unless he _____ (become) more professional since I last saw him, we won't get a reply.
- 23 If we _____ (not / already / spend) all the budget, we'd have the funds to put an advert in the paper.
- 24 Well, if we targeted school leavers, we _____ (be able to) focus far more on technical skills.

Put the words below in *italics* in the correct order to complete these sentences.

- 25 No, not three thousand. Three hundred!
didn't / sorry / clear / if / I / that / make.

- 26 Actually, *lines / of / was / I / more / the / thinking / along* employing staff locally to do the job.

- 27 *meant / I / was / what* that we should outsource IT.

- 28 No, *I'm / not / what / exactly / that's / saying.*

- 29 Send half a dozen staff members to Belgium?
meant / what / that's / really / not / I.

- 30 *actually / wanted / say / I / was / what / to* that we've already got the green light on this project.

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

1 You are a senior manager. Your business is going well, but because of staff increases, space in your city centre offices is limited. Parking is becoming impossible.

- tell a staff member (Student B) about the problem
- explain why it's important to act
- present, discuss, and evaluate each option
- reach an agreement

Options

- Move to offices in the 'Garden City' area, 12 km from town – shopping and sports centre nearby, good transport connections, lots of green areas.
- Outsource IT to Malta – technical and English language skills are high there, and staff are cheaper.

2 You work in a restaurant. Your manager (Student B) will tell you about the current situation.

- listen to the explanation and options
- discuss and evaluate the options (you see good food as essential for everyone and you love gardening)
- reach an agreement

Student B

1 Your manager (Student A) will tell you about options for solving current workspace problems.

- listen to the strategy and options
- discuss and evaluate the options (you live near the town centre, you have friends in IT)
- reach an agreement

2 You are the manager of Four Quarters of the Moon, a vegetarian restaurant. Due to rising oil and food prices worldwide, the prices of many of your imported supplies have increased dramatically.

- tell a staff member (Student A) about the problem
- explain why it's important to act
- present, discuss, and evaluate each option
- reach an agreement

Options

- Reduce importing, and use much more fresh local produce.
- Put up prices – focus on re-branding to attract clientele with more money.

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)
set the context of a problem?			
explain options?			
discuss options?			
evaluate options?			
reach 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)
set the context of a problem?			
explain options?			
discuss options?			
evaluate options?			
reach agreement?			

Result _____ / 10 marks

Cut along this line