

**AIOE ADVANCED - (Unit 1 and 2)**

**Name:**

**1) Complete the missing words. The first and last letters have been provided.**

- a) "You've been on the phone for hours!"  
"Yes, I've just had a l \_\_\_\_\_ y conversation with Brian about work."
- b) Sue always gets very a \_\_\_\_\_ d when she talks about politics. She has some pretty strong opinions.
- c) There was a very interesting and i \_\_\_\_\_ h interview with the Secretary of the Treasury on TV last night. He went into a lot of detail about economic policy.
- d) I asked my boss for a raise, but her answer was totally p \_\_\_\_\_ e. She said "no," just like I thought she would.
- e) This feels like a very o \_\_\_\_\_ d discussion. You're not presenting a balanced viewpoint at all.
- f) James told us a h \_\_\_\_\_ s story about how he lost his shoes. I laughed so much I cried!

**2) Complete the sentences with the correct word from the parentheses:**

- a) Unrelenting dedication to one's craft is a \_\_\_\_\_ advantage over competitors (strategy)
- b) One thing that gave me tremendous satisfaction was seeing my house built on my exact \_\_\_\_\_ (specification)
- c) One key to a \_\_\_\_\_ business is to have employees who share your vision. (profit)
- d) I really don't think your work is \_\_\_\_\_ (satisfaction)
- e) He's a very \_\_\_\_\_ driver. (competence)
- f) That's not a very \_\_\_\_\_ way of working, I'm sure you could do the job much faster. (efficiency)
- g) Your son's worked hard this semestre and should feel very proud of his \_\_\_\_\_ (achieve)

**3) Rewrite the sentences with the adverbials in parentheses in the correct place.**

- a) Josie seems cheerful. (particularly, these days)  
\_\_\_\_\_
- b) Brian slammed down the phone and stormed out. (angrily, into the backyard)  
\_\_\_\_\_
- c) Could you ask him if he'll feed the cat? (politely, while we're gone)  
\_\_\_\_\_
- d) We had a lot of talks when we were on vacation. (in-depth, late at night, last year)  
\_\_\_\_\_
- e) I don't like to work in the evenings. (frankly, usually, in my office)  
\_\_\_\_\_

#### 4) Select the correct form of the verb.

- a) If we keep eating the cake at this rate, we'll **be eating / have eaten / have been eating** it all before our guests arrive.
- b) I thought you might **have been working / had been working / have worked** late or something, because you were so late.
- c) Just as I **had been walking / was walking / have walked** out the door, I heard the phone ring.
- d) Is that the best they could do? I thought they could at least **had written / have written / have been writing** a letter of apology.
- e) I just called Anita, but she's not there. Maybe she **already left / 'll already have left / already be leaving**.
- f) By the time our friends arrived, we **had waited / have been waiting / had been waiting** at the airport for nearly two hours.

#### 5) Read the text. Are the sentences true (T) or false (F)?

- a) Being on the same wavelength as someone is evidence of good life skills. \_\_\_\_
- b) People who communicate in an aggressive style often disagree with other people. \_\_\_\_
- c) You'll know if you are talking to a passive communicator, because they avoid expressing their opinions. \_\_\_\_
- d) Passive-aggressive communicators are often brutally honest. \_\_\_\_
- e) We should all aspire to have an assertive communication style, because it will help us to better understand other people. \_\_\_\_

#### Communication styles

We all know how satisfying a good conversation can be; one where you click with the other person and feel you are on the same wavelength. Conversation flows easily, and you come away feeling positive and energized. We have also probably all experienced the opposite: a conversation where we feel no connection with the other person, or feel frustrated and misunderstood. The conversation drags on, and is difficult; we come away feeling drained or frustrated. Communication is perhaps one of the most important life skills there is. But good communication skills require a high level of self-awareness. Understanding your own communication style and that of others will help you improve your interaction with others. There are four different communicator types: 1. Aggressive

Winning is very important to an aggressive communicator; so much so, they will often seek to achieve their own goals at the expense of others' feelings. These people value power, and to that end will often hog a conversation, and are poor listeners. They seek to dominate, and talk loudly and forcefully, often interrupting other speakers. Moreover, they think they are always right. If others disagree with them, they will often make derogatory comments and put the other person down. They can come across as angry and bullying, and are oblivious to others' feelings. This style of communication leaves

the other person feeling humiliated or hurt, or can provoke counter-aggression. 2. Passive The passive communicator doesn't express his or her true feelings, and can sometimes appear withdrawn or apologetic. They shy away from confrontation and often sit on the fence in discussions. They are not able to get across their own ideas because they put the needs of others above their own, and minimize their own self-worth.

**Listening** [track 2]

**6) Listen to Liam, Wendy, and Vicky talking about conversations. Choose the correct words to complete the sentences.**

1) Liam doesn't \_\_\_\_\_  
 a) understand Spanish very well. b) like speaking in Spanish.  
 c) find it easy to have a conversation in Spanish.

2) Wendy's mom \_\_\_\_\_  
 a) thinks Wendy talks a lot. b) doesn't like listening to her daughter.  
 c) is very quiet herself.

3) Wendy's friends \_\_\_\_\_  
 a) don't like Wendy's boyfriend. b) probably talk on the phone a lot.  
 c) find Wendy too noisy.

4) Vicky is quiet because \_\_\_\_\_  
 a) she doesn't see the point in competing with other speakers.  
 b) she prefers listening to talking. c) she doesn't want to bore other people.

5) Liam and Vicky \_\_\_\_\_  
 a) are similar because they don't like talking too much.  
 b) probably have a similar communication style.  
 c) both find certain communication situations challenging.

**7) Match the beginnings of the sentences (a-e) with the endings (1-5).**

- a) Mmm. This is the best
  - b) For the appetizer, I'm going to have fresh
  - c) My mom always makes fried
  - d) Last week we ate the last of our succulent.
  - e) Let's just have some microwavable
- 1) chicken served with gravy. Yum!
  - 2) convenience food that doesn't need any cooking.
  - 3) lasagna I have ever tasted. It's delicious!
  - 4) green salad with home-made dressing
  - 5) raspberries with fresh cream.

a	b	c	d	e

**8) Select the correct word(s).**

- a) Thankfully, my sister and I have never shared **the same taste / victory / tastefully** in men.
- b) These mushrooms are really strong-flavored. They're **in poor taste / an acquired taste / tasteless**.
- c) This is a really **tasteful / tasty / tastefully** stew. What's in it?
- d) The whole terrible experience left **an acquired taste / a bad taste / a taste of my own medicine** in my mouth.
- e) Look at that pink car! Well, there's no accounting for **bad taste / tasteless / taste**.

**9) Complete the sentences, using the words in parentheses in the correct order.**

- a) For breakfast she ate a big bowl of muesli

\_\_\_\_\_

(yogurt / served / sliced / and / Greek / with / banana)

- b) In Spain we drank big mugs of

\_\_\_\_\_

(black / served / doughnuts / with / small / strong / crispy / coffee)

- c) After dinner, they had a bowl of

\_\_\_\_\_

(on top / with / fresh / cream / succulent / served / whipped / strawberries)

- d) Would you like to try

\_\_\_\_\_

(made / slice / freshly / butter / bread / of / a / creamy / with)

- e) In Turkey we enjoyed

\_\_\_\_\_

(with / an / enormous / figs / pile / honey / of / fresh / dripping)

- f) On a hot day, there's nothing like

\_\_\_\_\_

(of / lemonade / a / glass / tall / sweet / home-made / refreshing)

**10) Rewrite the sentences to change the emphasis.**

a) The peaceful little restaurant we once knew was gone.

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b) We didn't know when exactly the change took place.

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c) The busy crowds of people buying vegetables were gone.

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d) The path, lit by small twinkling candles, went down to the beach.

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e) I have no idea what I did wrong.

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f) We will never know what really happened on that November night.

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