

# 15 | Progress test

## Working with words

Complete this text with the words from the list.

|             |          |      |       |           |
|-------------|----------|------|-------|-----------|
| scale       | criteria | tool | views | appraisal |
| performance | issue    |      |       |           |

I had my half-yearly staff <sup>1</sup>\_\_\_\_\_ last week. Some people don't like them, but I think they're a good development <sup>2</sup>\_\_\_\_\_. Anyway, it was fine. We began by discussing the assessment <sup>3</sup>\_\_\_\_\_ so I understood them. Then my boss allowed me to express my <sup>4</sup>\_\_\_\_\_ on the way things had gone since I joined the company. We rated my skills and abilities using a <sup>5</sup>\_\_\_\_\_ of one to ten. There was only one <sup>6</sup>\_\_\_\_\_ we really needed to address. One of the people in my department had criticized me for using a new supplier. Actually, the criticism was probably fair, but I'm not sure about using colleague's comments as part of <sup>7</sup>\_\_\_\_\_ management. After all, what if they aren't true!

**Complete these sentences with the missing particles.**

- 8 We ended \_\_\_\_\_ with an agreement to meet again in six months' time to see if things improve.
- 9 Mark comes \_\_\_\_\_ as being confident, but in fact he's quite unsure of himself.
- 10 It's time to move \_\_\_\_\_ from this and discuss the next criteria.
- 11 Could you hand \_\_\_\_\_ this form to all your staff?
- 12 Let's start by going \_\_\_\_\_ each of the points you've mentioned on the form.
- 13 I'm afraid you can't possibly carry \_\_\_\_\_ in the same way. Your criticism of the others is affecting the team.

Complete these sentences with the pairs of words.

|                    |                           |                 |
|--------------------|---------------------------|-----------------|
| areas + improve    | put + list                | identify + goal |
| positive + could   | must + happy              |                 |
| consider + success | constraints + performance |                 |

14 What do you \_\_\_\_\_ was your biggest \_\_\_\_\_?

15 Are there any \_\_\_\_\_ you feel you need to \_\_\_\_\_ on?

16 Can we \_\_\_\_\_ that as a personal \_\_\_\_\_?

17 I \_\_\_\_\_ say, we're very \_\_\_\_\_ with all you've done on this project.

18 On a less \_\_\_\_\_ note, you \_\_\_\_\_ have thought more about how your actions affect others.

e 19 Let's \_\_\_\_\_ that on your \_\_\_\_\_ of goals.

20 Were there any \_\_\_\_\_ that affected your \_\_\_\_\_?

Each sentence contains one mistake. Rewrite the sentences correctly.

21 You should have do that course.

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22 If Sandra had left, I probably would applied for her job.

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23 If I'd known, I might do something about it.

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24 If they'd listened to my instructions, there wouldn't been a problem now.

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25 We'd have enough staff for next week's conference, if we would have planned properly in the first place.

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

26 I *could* / *should* have joined you for a drink if my train hadn't been delayed.

27 She *should* / *might* have complained about the way he did her appraisal. He *mustn't* speak to people like that.

28 If I'd followed my mother's advice, I *would have* / *would* become a doctor.

29 They still aren't here. They *ought to* / *might* have decided to work late.

30 You *ought to* / *would* have waited to hear other offers before accepting the first one you received.