

SPEAKING (20)

A. Have the next conversation with your partners.

- A So I'll read the list and if anyone would like to do something, please just say. Is that OK?
 B I'll take notes so we don't forget.
 A Thank you. That's very helpful. OK, first there's the problem with rubbish in the park.
 C Oh, shall I do that? I go to the park every day anyway.
 A Thank you, Janek.
 B Let me help you with that, Janek. It's a big park.
 C Thanks.
 A Great! What's next? Ah yes, we need someone to paint the walls of the school.
 D Oh, my husband and his brother could probably do that. Would you like me to ask them?
 A Yes, that would be very helpful, thank you. Now, then ...

LISTENING (20)

B. Listen and complete the sentences with an infinitive of purpose.

- He got up early _____ the living room.
- She's going to move to Greece _____ English.
- I go to Bob's house every weekend _____ his dog.
- I went to my parents' house _____ my Mum's car.
- I'm going to call all our friends _____ a birthday party for my best friend.
- We're going to buy some eggs and sugar _____ a cake.
- I'm going to take the afternoon off work tomorrow _____ my aunt in hospital.
- I went to the garden _____ some flowers.

C. Listen to five sentences. Match each sentence to an offer.

	a. Why don't I make some sandwiches?
	b. Would you like me to repair it?
	c. Shall I teach you some new words?
	d. I'll look after the children.
	e. Let me organize the documents for the meeting for you

WRITING/GRAMMAR (25)

D. Read the text and choose the correct part of speech for the underlined words.

Working as a volunteer is a great way to help your local community. It makes you feel worthy because you are helping others. You can contribute your time or skills to a good cause. It's a good thing for people to work enthusiastically to help others.

- noun / verb / adjective / adverb
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E. Complete the sentences. Choose the correct answer from the words in *italics*.

1. Every morning, I *make / look after* sandwiches to take to work for lunch.
2. Last week, Hattie's neighbours were on holiday so she *taught / looked after* their cat.
3. I work for a charity. We *teach / visit* elderly people every Saturday and help them with housework and shopping.
4. Maria is a Spanish teacher at a university and she loves her job. She also *teaches / organizes* children in her free time.
5. My father helped me *improve / repair* my broken sofa.
6. You can help the environment if you *plant / paint* a tree.
7. Some companies *organize / make* a sporting event for employees and their families.
8. At my son's school, the students *paint / improve* the classrooms every year.
9. You can *improve / make* your office by putting some pictures on the walls.
10. Katia likes to *teach / help* her grandfather with cooking and cleaning his house.

F. Complete the conversation with the correct form of *going to*.

- Sam** Hi Victor, what ¹ _____ do this weekend?
- Victor** Well, the weather forecast is bad so ² _____ play tennis in the park. I think I'll stay at home and paint the living room instead. And you?
- Sam** My wife and I ³ _____ visit her parents. I think it ⁴ _____ be nice because we have a booking at their favourite restaurant for dinner.
- Victor** ⁵ _____ drive or take the train?
- Sam** The train is quicker and my wife doesn't like my driving!
- Victor** Well, have a good time!

G. Choose the word with a similar meaning to the underlined words in the sentences.

1. I don't like driving in the city. It makes me feel anxious.
happy / worried
2. It's vital that we all work together to make the project successful.
very important / useless
3. You should write accurately in the English test.
correctly / badly
4. My local park is really peaceful at six o'clock in the morning when I go for a run. I'm often the only person there.
quiet / busy
5. People shouldn't abandon their pets in the street when they don't want them anymore.
leave / give food to

H. Read the text. Complete the sentences with one or two words from the text.

Building a team at work

Nowadays most people work in teams. For managers, it's important to understand that the team is like a community where everyone works together. Firstly, managers need to think about what the team is going to do. They also need to think about what each person is going to do. Finally, they need to think about the problems the team might have during the work they're going to do.

According to some people, the most important person in a team is the manager because they help organize the team. But in general all the team members are really important. This is why the team should work like a community. The job of the manager is to find out what each team member is good at and organize the team well. Some people might need training to improve their skills; other people might need to work from home. Managers need to think about all the possibilities. Then they can have a better idea of how the team is going to work. If you have a good team who work well together, it should be really easy to solve any problems.

1. These days colleagues in a company generally work _____.
2. Managers should know that a team is similar to _____.
3. Managers need to think about possible _____ the team might meet in the future.
4. Managers should organize _____ for staff to make their skills better.
5. A good team means finding answers to problems should be _____.

I. Read the text again. Decide if the sentences are true (T) or false (F). If there is no information about this, choose 'not given' (NG).

1. Managers only need to think about what the team is going to do, not the individuals.

2. Everyone thinks the manager is the most important person in a team. _____
3. The manager should learn about the team members and their skills. _____
4. Working from home improves people's team work. _____
5. The manager is the only person who can find answers to a team's problems. _____