

PROGRESS TEST 1

Listening 1: You will hear eight short recordings twice. For questions 1-8 choose the correct answer.

1 What shape is the footwear sign?

- a** square
- b** circle
- c** triangle

2 What kind of company is GSid?

- a** waste management
- b** clothing producer
- c** investment

3 Which system does the man want to buy?



a



b



c

4 Why is the woman meeting a supplier?

- a** The supplier hasn't followed specifications.
- b** She is looking for a new supplier.
- c** The supplier has failed to deliver on time.

5 Where must staff leave their mobile phones?



a



b



c

6 What do they decide to do about the factory cleaning?

- a** Find another company.
- b** Ask a friend to help with the cleaning.
- c** Give the current company a warning.

7 What annoys the team members?



a



b



c

8 What caused the accident?

- a** not enough signs
- b** something left on the floor
- c** no side guards on machines

Listening 2: Listen to a man and woman discussing safety and security in their company. Choose the correct answer a, b or c.

1 Why was the meeting called?

- a** Safety and security have not been good.
- b** Three people had to go to hospital.
- c** Minor accidents are happening every week.

2 What could the reason be for the accidents?

- a** Workers are not aware of the rules.
- b** Staff sometimes forgot to wear protective clothing.
- c** Supervisors are not checking employees.

3 What does the woman say about training?

- a** Everyone does one training course per year.
- b** There are too many rules to remember.
- c** People forget to do the training.

4 What is the woman's suggestion?

- a** Review training at the start of every shift.
- b** Have a weekly check to go over rules.
- c** Do much more training every year.

5 What does the woman say about safety?

- a** Staff do not trust the company to keep them safe.
- b** The company must do more to protect staff.
- c** Staff must take responsibility for their own safety.

6 What is security like in the factory currently?

- a** There are video cameras working 24/7.
- b** It needs improving.
- c** Tools are stolen every night.

7 How do they decide to stop people stealing the tools?

a by turning cameras on during the day

b by installing more cameras

c by installing more security locks

Listening 3: Listen and choose the correct answer

1. What are the man and woman discussing? A. The stock market B. A scandal in the construction industry C. Company politics D. Journalism	4. Why is the woman unable to place an order? A. They have an outstanding bill to pay. B. The phone isn't working. C. Office Depot is on vacation. D. She can't find the order forms.
2. What is the problem at Asco Limited? A. Many of their buildings have structural flaws. B. The chief engineer has quit. C. The company has gone bankrupt. D. Asco Limited is reducing its workforce.	5. Whose fault is the problem? A. The woman's B. Office Depot's C. The man's D. The office manager's
3. What might be the result of this problem? A. The company will sell its shares. B. The company will have to pull down several buildings C. The company will halt all construction. D. The company will supervise all new engineers.	6. When is the man going to the bank? A. Tomorrow B. Next week C. After the next order is placed. D. Straight away

PART B. VOCABULARY AND GRAMMAR

Task 1. Match 1-7 in column A to a-g in column B to make sentences

A	B
1. Last night, we upgraded __	a. the attachment on your email.
2. Don't forget to back up __	b. sensitive data so no one else can read it.
3. Businesses need to encrypt __	c. all your files so you have a copy.
4. It's a good idea to create __	d. documents with colleagues while working on them.
5. Double-click this icon to open __	e. the software, so you'll notice some changes.
6. This tool lets you share __	f. a scan to check for a virus.
7. Try running __	g. a new password at least once every three months.

Task 2. Read the news report. Replace the words in *italics* (8-15) with the words from the list.

<i>was down</i>	<i>victims</i>	<i>prevent</i>	<i>vulnerable</i>
<i>unauthorized</i>	<i>hackers</i>	<i>network</i>	<i>encrypted</i>

More than five hundred Canadians have been notified that they may have been the (8) _____ of a major security breach at a large consumer-credit reporting agency. According to reports, staff noticed the problem when the whole (9) _____ (10) _____ for an hour. During that time, (11) _____ access was gained to personal, detailed credit files containing customers' banking details and home addresses. Although, the (12) _____ weren't able to access all the information because some of it was (13) _____, the company wasn't able to (14) _____ them from stealing details on around 500 customers. This is the second time this month that a major business has found that its customer records are (15) _____ to identity theft.

Task 3: Choose the correct option a, b, c or d.

For 10 years, I had a ¹ job as an accountant. The company had about 250 ² and I liked being a(n) ³ of a large company. My working ⁴ was very traditional. I started at 9 a.m., had a lunch break at 1 p.m. and finished at 6 p.m. One day, I decided I wanted to do something with a more ⁵ schedule. Now I have my own company and I'm ⁶ I sell music equipment online. My working ⁷ is very different now. I work ⁸ – in the mornings only. I have a(n) ⁹ for the next six weeks. She's helping me make a new website for my business. I want to be ¹⁰ when I am about fifty years old.

- | | | | |
|---------------|-------------|-------------|-----------------|
| 1 a permanent | b temporary | c fixed | d self-employed |
| 2 a employers | b interns | c jobs | d staff |
| 3 a retired | b employee | c staff | d employer |
| 4 a patterns | b job | c day | d hours |
| 5 a fixed | b flexible | c set | d permanent |
| 6 a temporary | b retired | c staff | d self-employed |
| 7 a life | b job | c hours | d patterns |
| 8 a temporary | b full-time | c part-time | d permanent |
| 9 a employer | b worker | c staff | d intern |
| 10 a staff | b retired | c fixed | d temporary |

Reading text: Read the text below and choose the correct answer for each question.

Making Better Offices

People spend a lot of time at work and companies spend a lot of money providing workplaces. Workplaces have changed a lot in the past fifty years. We can now see more relaxing spaces and open desk spaces in many offices but could this change more in the future? One company, WeWork, have been collecting data to do just that.

WeWork is a co-working supplier that have offices around the world. They provide self-employed people or small businesses a flexible space to work in. People can pay for an office or just use the facilities and a desk. They have offices worldwide and they have become central London's biggest office occupiers.

They have learnt a lot from having office spaces in many different countries. In their offices, they observe the daily routines of everybody who is working there. For example, they can see how many people are using conference rooms, and how often these rooms are booked. They can watch how people are using the group spaces and how they walk around the offices. They have also conducted surveys asking staff what they think of the spaces.

With all this information, WeWork is now offering office design services to businesses. They want to make sure companies are only renting the space they need and are using that space in the best way possible. The overall aim for companies is to save money by a clever design of the workplace.

David Fano of WeWork explained that one problem is how much space people really use at work. An example is people who send out meeting invites with RSVPs for three people, but they have booked an eight-person room. Using ideas like smaller conversation areas can help people work better and then businesses save money.

However, it isn't all about saving money; the environment of a work space can improve the way people work and this can change depending on the focus of a meeting. Data has shown that for a sales meeting it can be a good idea to have bright lights and some music in the background because this gives energy to the participants and makes them feel positive. With more and more data on working habits, WeWork may continue to make work spaces more effective for companies and employees in the future.

1 What does the writer say about past workplaces in paragraph one?

- a** They were bad.
- b** They were more relaxed.
- c** They were different to now.

2 What does WeWork do?

- a** It provides flexible workspaces.
- b** It helps start up small businesses.
- c** It supplies office equipment.

3 How do WeWork learn about office space?

- a** by studying how workers use their office space
- b** by having conferences in different countries
- c** by changing workers' routines

4 What do WeWork ask workers about?

- a** their weekly work schedules
- b** their opinions on where they work
- c** their reasons for doing their job

5 What is WeWork's new goal?

- a** to rent more office spaces
- b** to help designers create smaller office space
- c** to help businesses use office space better

6 What does David Fano think is one problem for businesses?

- a** They have many cancelled meetings.
- b** They waste meeting space.
- c** They don't have enough meeting rooms.

7 The last paragraph explains how WeWork can make work spaces more ...

- a** relaxing.
- b** productive.
- c** money saving.