

5 | Unit test

Surname name group

Working with words

Complete these sentences with verbs from the list. Change the form of the verb if necessary.

act comply share reduce take donate stay

- We've always _____ true to our principle of fairness to the customer and the supplier.
- Companies in the 21st century which don't _____ responsibly are likely to receive bad publicity.
- How about _____ more time to helping a charity?
- All our employees _____ an active part in our fund-raising activities.
- If we did more videoconferencing and less flying, we'd _____ the impact we have on the environment.
- Currently, this factory doesn't _____ with regulations on the disposal of waste water.
- All our subsidiaries _____ a strong commitment to supporting the local community.

Each headline refers to ethical or unethical behaviour. Choose the noun from the list which describes the action.

bribery generosity greed fairness discrimination

- Company agrees to pay workers from other countries an equal amount. _____
- CEO paid colleagues to take part in illegal financial activities. _____
- Woman to prosecute company for paying her less than male colleagues doing the same job. _____
- Business owner leaves fortune to charity. _____
- Shareholders take profits while workers receive no pay rise. _____

Decide if the word in each sentence is an adjective or noun and complete the word.

- We are not involved in the corrupt _____ scandal.
- Customers will ask questions about our credib _____ if we don't do something quickly.
- He says he isn't prejud _____ against older applicants, but he never employs anyone over 40.

- We want to be described as an ethic _____ business.
- Appearances can be deceitful _____ - he seems friendly, but be careful!

Business communication skills

Complete the conversations with phrases a-g. Write the letters in the spaces.

- a we'd be delighted to see you e You're welcome
b it would be a good idea to f That would
c That sounds really g That makes sense
d It's well worth a visit

- A We'd like to invite you to the theatre this evening.
B ¹⁸ _____ be great. What's on?
A It's a Russian theatre company performing *Hamlet*.
B ¹⁹ _____ interesting.
- A If you're free, ²⁰ _____ at dinner this evening.
B Sorry, but I'm meeting someone for drinks at six.
A Oh well. ²¹ _____ to come later if you change your mind.
- A While you are in Italy, ²² _____ visit our supplier in Salerno. It will save time and money later on.
B ²³ _____
A Ask them to show you round their factory. ²⁴ _____

Language at work

Choose the correct answer from the verb forms in *italics*.

- You can check the details with Amalie. She 's *coming* / *will come* in later this afternoon as arranged.
- One day, when I have enough money, I *start* / *'m going to start* my own business.
- A When are you back in the office?
B I'm not sure. I 'll *let* / *'m letting* you know before I leave.
- The flight from Jakarta *is going to land* / *lands* at 5 p.m. your time according to my e-ticket.
- We've booked places and we *stay* / *'re staying* at the Westin Hotel.
- Sorry about the late delivery. Let me call the warehouse to check and I 'm *calling* / *'ll call* you straight back.

Result _____ / 30 marks