

## Unit 3 Progress test

Complete sentences 1–8 with the words from the list.  
Change the form if necessary.

*option   put in place   enter   carry out  
procedure   means   transform   implement*

- 1 We're \_\_\_\_\_ a very busy period now, so we need people to work overtime.
- 2 \_\_\_\_\_ extensive research is essential before redesigning the workplace.
- 3 What's the exact \_\_\_\_\_ for the fire drill?
- 4 They are \_\_\_\_\_ a new expense accounts system and it should be much better.
- 5 The \_\_\_\_\_ to the office is spectacular! It looks so much better now.
- 6 Our boss has a lot of new ideas, but as you can see from our current sales figures, we haven't got the \_\_\_\_\_ to see them through.
- 7 I would like to work flexible hours, but they don't give us the \_\_\_\_\_ to do so.
- 8 Senior management have established new rules for getting promoted, and HR now have to \_\_\_\_\_ them.

Choose the correct words in *italics* in 9–13.

- 9 The sales team will get a big bonus this year. They achieved all their *targets / progress*.
- 10 The idea of an inter-departmental sports competition has certainly generated a lot of *performance / enthusiasm*. Fifty people have signed up already!
- 11 We anticipated that there would be a lot of *problems / growth* during the project, but we didn't think it would be quite that bad!
- 12 Regular team meetings have enabled staff to exchange *productivity / information* about their schedules and workloads.
- 13 We need the latest sales figures to help us measure the *progress / special requirements* of the company.

Complete sentences 14–18 with phrases a–e. Write the letters in the spaces.

- a Just to digress for a second  
b Perhaps here I should explain what I mean by  
c Now, I don't know if you're familiar with  
d Just to fill you in on some of the background  
e I'd like to start by
- 14 \_\_\_\_ saying how excited we are to be collaborating with you on this project.
  - 15 \_\_\_\_ The idea for the project came about after a chance visit to one of our customers, whose office space has been totally redesigned.
  - 16 \_\_\_\_ their design concept, but this slide outlines the key points.
  - 17 \_\_\_\_ a 'career nomad'. It's when employees move from one company to another, or even one career to another.
  - 18 \_\_\_\_, I'd like to congratulate the divisional golf team, who won the tournament at the weekend.

Correct the two mistakes in each sentence 19–24  
(2 points per sentence)

- 19 I know what you are meaning – things aren't looking good. I think they are making people redundant sooner or later.  
\_\_\_\_\_
- 20 I know this is a tricking time for you, but everyone is expected working overtime next week because we're really busy.  
\_\_\_\_\_
- 21 You might best want to word this letter differently, so it's a little more diplomacy.  
\_\_\_\_\_
- 22 This time tomorrow you are flying to New Mexico – it might be worth to try to check in online today.  
\_\_\_\_\_
- 23 I can see where you're going from, but everyone's exhausted. By the time we finish, we will be working on this project for eight hours.  
\_\_\_\_\_
- 24 They think that the reaction to the takeover will have been quite aggressive. We'll have to wait until tomorrow to find out for certainty.  
\_\_\_\_\_

Result \_\_\_\_\_ / 30 marks

## Unit 3 Speaking test

### Role card

This Speaking test has only one role card because each student has to give an individual presentation. Copy this page and cut out the role card for each student. Then use the *Speaking test results* form to evaluate each student's performance. You can then cut out the results and give them to the students.

----- cut along this line -----

Prepare a five-minute presentation on one of the topics in the list.

- recent changes in my company and their impact
- how to boost morale in a company
- my predictions for the future world economy
- how to improve your work-life balance
- my hobby

When giving your presentation, you should:

- outline your presentation and give background information
- signal the different sections of your presentation
- refer to something you'll say later or that you said earlier
- ensure your audience understands
- finish appropriately

----- cut along this line -----

### Unit 3 Speaking test results

Use this form to evaluate the students.

----- cut along this line -----

| Can the student ...?                                          | Didn't do this (0 points) | Yes, but with some mistakes (1 point) | Yes, did this very well (2 points) |
|---------------------------------------------------------------|---------------------------|---------------------------------------|------------------------------------|
| outline the presentation / give background information        |                           |                                       |                                    |
| signal the sections of the presentation                       |                           |                                       |                                    |
| refer to something that will be said later / was said earlier |                           |                                       |                                    |
| ensure the audience understands                               |                           |                                       |                                    |
| finish appropriately                                          |                           |                                       |                                    |

Result \_\_\_\_\_ / 10 marks