

9 | Progress test

SURNAME NAME GROUP

Working with words

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

- 1 They're offering people over 55 the chance to take early *retirement* / *redundancy*.
- 2 They've asked me to move to Sales, but it seems like a *transferable* / *sideways* move.
- 3 Many women in my position reach a *corporate* / *glass* ceiling and can't go any further.
- 4 If I take this course, it's a quick way to *update* / *train* my computer skills.
- 5 It's only a temporary *secondment* / *relocation* for six months while a colleague goes on maternity leave.
- 6 1,300 workers have been *laid off* / *unemployed* from a factory in Marseille.
- 7 To *appoint* / *retain* our key staff, it may be necessary to offer additional incentives.
- 8 We found that bringing in flexitime reduced staff *development* / *turnover* and in fact increased applications from skilled people.
- 9 Many employees prefer plenty of job *mobility* / *vacancy* to staying in one place for the whole of their career.
- 10 In order to get *in* / *on* in life, it's who you know, not what you know.

Business communication skills

Complete this negotiation with phrases a-k. Write the letters in the spaces.

- a One option would be to
 b The areas we need to
 c you guaranteed
 d If I
 e What we need to decide
 f it just wouldn't work
 g Let's look at
 h what I propose is
 i That sounds like
 j I'm happy
 k supposing
- A ¹¹ ___ on today is what to include in the repatriation package. ¹² ___ discuss are salaries, education for children and the request for loans to buy houses. ¹³ ___ what our

options are. ¹⁴ ___ offer a basic package to

- everyone.
- B Sorry, but ¹⁵ ___ if we offered everyone the same. For example, you have some people with no children and some with five. Then you have people already with a house and those with nowhere to live when they get back.
- A Well, ¹⁶ ___ we gave everyone the same salary rise as a percentage?
- B That's a good start. And then ¹⁷ ___ that we take each person case-by-case. So if ¹⁸ ___ equal pay rises, I think they'd let you bargain more easily with other incentives.
- A Good. ¹⁹ ___ a plan. So, a recap. ²⁰ ___ look at realistic figures for the rise, you'll spend some time looking at each individual's needs. OK?
- B ²¹ ___ with that. I can even talk to each of them by phone before the official meeting ...

Language at work

Complete these sentences with the correct form of the verbs in brackets to make first or second conditionals.

- 22 If I ask Lisa, you _____ (ask) Tish.
- 23 But if I _____ (give) you my best people, who would I have left?
- 24 We _____ (not / have) a high turnover, if we paid a decent salary.
- 25 If we decide before Friday, then everyone _____ (know) by Monday.
- 26 What _____ (you / offer) if I could pay you in cash?

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

- 27 I won't do anything *supposing that* / *unless* everyone wants me to.
- 28 *In case* / *As long as* you keep quiet about your deal, no one else will ask about a remuneration package.
- 29 *Provided that* / *Unless* I have use of IT support all next week, there'll be no problems with installing the new software.
- 30 *Supposing* / *In case* we stretch the budget, then we can take on a trainee.

Result _____ / 30 marks