

PROGRESS TEST 1 (UNIT 1 – UNIT 3)

PART A: LISTENING

Task 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

Task 2: Listen to Max and Lara talking on the phone and answer the questions WITH NO MORE THAN TWO WORDS OR A NUMBER

1. When are the visitors from China arriving?
2. How long are they staying?
3. What does Max do on Tuesday?
4. Where are the visitors going on Wednesday?
5. What time are they going to meet?

Task 3: Listen to a phone conversation and choose the correct answers.

1) Who is Joy calling?

- A. A neighbor
- B. A colleague
- C. A friend
- D. A relative

2) When will Joy be in the office?

- A. This morning
- B. Next week
- C. In the afternoon
- D. Tomorrow

3) What is Joy's number?

- A. 555-844-9112
- B. 555-854-9102
- C. 555-844-9122
- D. 555-854-9212

4) What does Joy ask Trudy to do?

- A. Return her phone call
- B. Give Felix a message
- C. Send her an e-mail.
- D. Contact Mr. Latimer

Task 4: Listen to tips on how to prepare for a presentation and fill in the blanks with NO MORE THAN THREE WORDS

Initial thoughts	Most important consideration: 1. _____ Three points to bear in mind: - What they need to know - How 2. _____ they will be - How many participants will take part in
Structure	Start with information that makes the listeners 3. _____ Show a list of 4. _____ which you'll cover Present the detailed information 5. _____ key points End with next steps

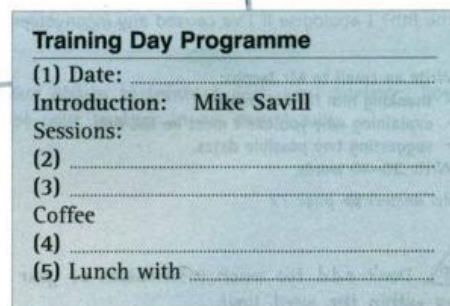
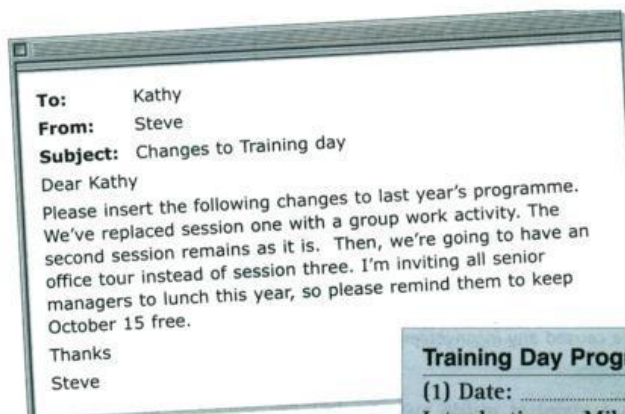
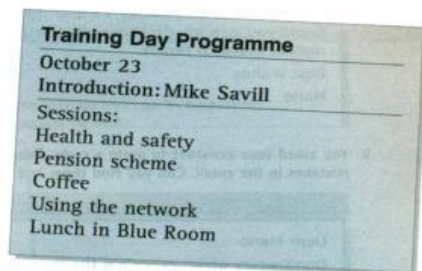
PART B: READING

Task 1: Read the text below and choose the correct answer for each question.

<u>Making Better Offices</u> 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	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.
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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.	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.
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Task 2: Read last year's programme and email and complete the programme



Task 3: Match the information below with the correct person.

How to make a good presentation?

Scene or Slide Length

The experts all agree on one thing: too much text will kill your presentation. Rule number one in Seth Godin's extremely popular post on how to make great presentations is: "No more than six words on a slide. EVER. There is no presentation so complex that this rule needs to be broken." Seth's technique is to use the slides almost like a chapter heading for the topic he's talking about, emphasizing the importance of the oral side of presentations

Presentation Length

Public speaking guru Guy Kawasaki has a rule for the length of presentations called the 10/20/30 rule: he believes a good presentation should have no more than 10 slides, should go for no more than 20 minutes, and the font size should be no less than 30 points.

Use A Remote

Most presentation gurus stress the importance of making eye contact with the audience and smiling, and warn against turning your back or spending too much time looking down into a laptop. Some very good practical advice from author and sought-after public speaker Garr Reynolds is to use a remote to pause and advance your presentation so you have time to be spontaneous and control the flow of the presentation.

Don't Be Afraid to Make Mistakes

Steve Jobs was a legendary speaker who would practice meticulously and exhaustively before giving any presentation. He even had standby anecdotes prepared to fill time when the technology he was using to give the presentation failed. He once said "you make mistakes. It is best to admit them quickly, and get on with improving." The message is simple: mistakes are unavoidable but there's no need to let them ruin everything. Acknowledge it with a smile and move on.

Focus on Value

Tony Robbins believes in getting to know his audience and goes to great pains to find out about them before he gives a talk, because "the more you understand what somebody wants, needs, and fears, the more you can figure out how to add value," he said in an interview in Business Insider. By offering solutions to the problems of the people in the room, you are giving them something of real value to take away. Everything else you say will be self-indulgent and irrelevant.

