

NAME:

DATE:

## TEST- UNIT 6 BUSINESS PARTNER A2+



### READING

1) Read the notices below and match people (1–7) with the website menu items (A–H). There is one letter you mustn't use.

#### TEAM-BUILDING DAYS?

We've got the answers. Take a look at our website menu.

A SAMPLE AWAY DAYS

B CUSTOMER REVIEWS

C BOOKING FORM

D PAYMENT INFORMATION

E NEWSLETTER SIGN UP

F CONTACT US

G ABOUT US

H TERMS AND CONDITIONS



1. Amanda Lee wants to find out who works at the company.
2. Isa Fernandez wants a full list of locations where you can do the activities.
3. Richard Price needs to organise his company away day and is looking for ideas.
4. Alfie Sanders wants to know if he can use a bank transfer.
5. Natalia Nowak is interested in knowing the rules on cancellation and booking.
6. Tomoko Uyeda wants to stay updated about what the company does.
7. Simona Newman wants to know what other people think of the service.

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_ 7 \_\_\_\_\_

## **LISTENING**

**2) You will hear eight short recordings twice. For questions 1–8 choose the correct answer.**

**1. What is the problem with the meeting room?**

- a** It's too small.
- b** It hasn't got any windows.
- c** Someone has already booked it.

**2. What does the woman say about the team building weekend?**

- a** They need to include more activities.
- b** They need more tents for the camping trip.
- c** They need people with experience to help.

**3. What does the man think is the most important quality of a team?**

- a** experience
- b** cooperation
- c** competition

**4. How does the woman feel about the promotion?**



**5. How does the man feel about the email?**

- a** angry
- b** confused
- c** positive

**6. What do they decide to do for the team building activity?**



**7. What do the employees like most about the company?**

- a** the company reputation
- b** the high salary
- c** the work culture

**8. What is the company going to do to attract more employees?**

- a** go to more career fairs
- b** offer more training
- c** make a promotional video

## GRAMMAR & VOCABULARY



### 3) Choose the correct option a, b or c.

Susan is part of the finance team at a small electronics company. They <sup>1</sup> \_\_\_\_\_ all the financial duties of the company. Susan <sup>2</sup> \_\_\_\_\_ ten people. Two of her team have worked in the company for over fifteen years, so they are <sup>3</sup> \_\_\_\_\_ and she has a lot of <sup>4</sup> \_\_\_\_\_ for them. They help the younger members. The main reason the team is successful is because everyone <sup>5</sup> \_\_\_\_\_ with each other.

Susan manages her team well and they can depend on her. They think she is <sup>6</sup> \_\_\_\_\_ and they <sup>7</sup> \_\_\_\_\_ her ideas and decisions. The team can sometimes have <sup>8</sup> \_\_\_\_\_ on the best way to do things. Susan doesn't like people to get angry and <sup>9</sup> \_\_\_\_\_. So, in these situations Susan uses <sup>10</sup> \_\_\_\_\_ management to help solve the problem.

### 4) Choose the correct pronoun to complete the conversation.

**Kathy:** There are fifteen of us in the IT team so for our staff party we need

<sup>1</sup>somewhere / something big enough for <sup>2</sup>everyone / everything who wants come.

**Min:** I searched online, but <sup>3</sup>everywhere / somewhere in the city centre is booked the day we want to have the party.

**Kathy:** Well, I'll ask <sup>4</sup>someone / something on the team to help find a place for the party. I'm sure we'll find <sup>5</sup>everywhere / somewhere.

**Min:** OK, great. We also need food. So, I'm going to ask <sup>6</sup>everybody / everywhere to bring <sup>7</sup>something / everything to eat.

**Kathy:** Yes! If <sup>8</sup>somebody / everybody brings one dish, we'll have lots of food.

<sup>9</sup>Somebody / Something needs to organise the music, too.

**Min:** I'll do that. So, I think <sup>10</sup>everywhere / everything is almost ready!



## FUNCTIONAL LANGUAGE

### 5) ENCOURAGING AND MOTIVATING A COLLEAGUE. Listen and complete the sentences with the missing words.

1. I can understand \_\_\_\_\_.
2. Put it behind you and \_\_\_\_\_.
3. I know how important \_\_\_\_\_.
4. You can always \_\_\_\_\_.
5. I hope you're \_\_\_\_\_.



### 6) MAKING REQUESTS. Complete the email with one word in each gap.

New message

To \_\_\_\_\_

Subject \_\_\_\_\_

<sup>1</sup> \_\_\_\_\_ team,

I'm writing to tell you about your roles for the meeting tomorrow.

If possible I'd <sup>2</sup> \_\_\_\_\_ Ali to book the meeting room. <sup>3</sup> \_\_\_\_\_ you also check the meeting room has enough chairs? Eric, <sup>4</sup> \_\_\_\_\_ contact everyone and check they have an agenda. We need to give copies of the presentation to everyone, too.

Finally, Susie, <sup>5</sup> \_\_\_\_\_ you speak to IT to check the screen is working?

Kind <sup>6</sup> \_\_\_\_\_,

Kisha

