

Unit test 1

Answer all the questions. There is one mark per question.

LANGUAGE REVIEW

Complete the e-mail with the words in the box.

deeply	early	however	definitely	pretty	hard	utterly	frankly
unfortunately	very much						

To: Jo Hills

From: Marketing Executive

Subject: Conference presentation

I know you're on a business trip later this week so can't be at the meeting on Friday when we will (1)_____ be choosing the key speaker for the annual conference. (2)_____, although I tried to change the date of the meeting, it was (3)_____ impossible due to other commitments. (4)_____, if you can send everyone an outline of your presentation (5)_____ tomorrow morning, it will be given the same consideration as the other candidates'. (6)_____, I like the ideas you outlined to me last week (7)_____ and I can see how (8)_____ you've worked on it. I know that last year you were (9)_____ disappointed when you weren't chosen to give the key presentation but I think you've got a (10)_____ good chance this year.

VOCABULARY

Choose the best word to complete the sentences.

- 11 Your _____ is very important because the way you sit or stand can indicate how confident you are.
a) gesture b) standing c) posture d) mannerism
- 12 A successful networker knows how to _____ existing contacts without appearing to be sleazy.
a) leverage b) flick c) adjust d) lean
- 13 People who are _____ are happy to help without expecting anything in return.
a) negative b) selfless c) careful d) inspirational
- 14 The lack of _____ made his talk sound very boring.
a) distraction b) charge c) adjustment d) intonation
- 15 You don't want to appear too _____ when trying to develop contacts because no one likes to feel they are being used.
a) doubtful b) manipulative c) useful d) sociable
- 16 He always _____ when he listens to presentations. He just can't keep still.
a) fidgets b) adjusts c) distracts d) nods
- 17 The director _____ his head in agreement with the speaker.
a) shook b) slouched c) wandered d) nodded
- 18 The way the speaker kept clicking his fingers became a _____ for most of the audience.
a) adjustment b) distraction c) modulation d) leverage
- 19 I _____ into a colleague I hadn't seen in years at the conference last week.
a) faced b) met c) bumped d) wandered
- 20 The presenter was standing behind the _____ where he had placed all his notes.
a) lectern b) space c) PowerPoint d) network

SKILLS

A Match the sentence beginnings (21–25) with the best endings (a–e).

- | | | | |
|----|-----------------------|----|-------------------------------------|
| 21 | Could you | a) | you know of any good places to eat? |
| 22 | Do you mind me asking | b) | you should say that. |
| 23 | It's funny | c) | do me a favour please? |
| 24 | I don't suppose | d) | where you're from? |
| 25 | Do give me a ring | e) | when you get back, won't you? |

B Complete the e-mail using the words in brackets.

To: John Fellows

From: Javier Suarez

Subject: Business Today Speaker

Dear Mr Fellows

Thank you for your e-mail. I am writing to confirm that I (26)_____ (delighted) to give a talk to the local business community at the conference in November.

(27)_____ (please/attach) my completed speaker's proposal form, as requested. I also confirm that I (28)_____ (like/attend) the charity dinner on the last day. I

(29)_____ (grateful) if you could also organise four nights' accommodation for me.

If you have any questions about my talk, please do not hesitate to contact me.

I (30)_____ (forward/meet) you at the conference.