Placement Test

Name: _____

Date: _____

E-mail:_____

LIVEWORKSHEETS

LISTENING. (6

You are going to hear a job interview Between Maria and an employer. Listen carefully and choose the right answer.

1. Four years ago, Maria worked for a small HR services provider ...
    a. in the B2B sector.
    b. in the B2C sector.
    c. in both B2B and B2C sectors.

2. Maria has been in her current job ...
    a. for four years.
    b. for three years.
    c. for one year.

3. Maria's current role is focused ...
    a. only on learning and development.
    b. on a number of HR topics.
    c. only on payroll and she wants to do L&D.

4. Maria ...
    a. did a diploma in L&D two years ago.
    b. is doing a diploma in psychology at the moment.
    c. Both options are true.

5. Maria will need to ...
    a. identify and devise an L&D strategy.
    b. devise and implement an L&D strategy.
    c. implement an L&D strategy that has already been devised.

6. Maria ...
    a. will hear back from them next week.
    b. has been invited to a second interview next week.
    c. needs to call them next week to find out the next steps.

LIVEWORKSHEETS

READING. (6)

Read the two texts. Then for each item, shade in the bubble next to the correct option.

TEXT 1

Dear Sir or Madam,

I email you to complain about the disgraceful service I received when I attended the Baby Clinic at 9:30 on Thursday, December, 7th. I am a first time mother to a 10- week-old baby and was appalled at the attitude of the staff there.

I arrived in good time but was met with a careless administrator who left me waiting for almost 2 hours. Eventually, I was led in to see the Consultant who proceeded to scroll the mouse of the PC and then checked me and the baby in a rush without answering all my inquiries.

As you would expect, I am reliant upon the health professionals to advise me about the care of my baby. I do not feel that they delivered the level of service that I would expect to a new mother and a small baby.

I require an acknowledgement of this email letter, by return, a written apology from the Managing Director and a full explanation of how you will rectify this situation.

Sincerely,

Amel

8. The mother's experience in the baby clinic was:

○ new ○ pleasant ○ disappointing

9. She properly met the consultant at:

○ 11:30 am ○ 10:30 am ○ 9:30 am

10. She insists that the manager should arrange for:

○ a meeting ○ an apology ○ an appointment

LIVEWORKSHEETS

TEXT 2

Dear Mrs Amel,

Thank you for your email regarding your concerns arising from your attendance at the Baby Clinic on 7th December 2017. I was sorry to learn of your experience. An investigation has been undertaken by the Chief Officer and the outcome has been shared with me.

Unfortunately, there was a technical error in your registration process. The administrator staff tried to inform you by announcing your name repeatedly but it seems that you left the waiting area for some time. By the time you heard the last announcement, the Consultant had received an urgent call from the Emergency Unit. He had already skimmed your baby's initial health test that was done at your arrival time. The results were good; therefore the Consultant examined you with easiness.

Nevertheless, I would confirm that the situation has been discussed with the staff member and all technical and courtesy instructions have been highly considered.

For any inquiries, please contact 23334566, Mr.Khalid.

Thank you for bringing your concerns to our attention.

Regards,

Chief Manager

11. The mother could not hear the first announcement of her name because she was:

    ○ feeding the baby ○ talking to some staff ○ staying out of the waiting area

12. The pre-examination of the baby's health predicted that he was:

    ○ healthy ○ weak ○ infected

13. Future technical problems in the clinic will be:

    ○ ignored ○ studied ○ delayed

LIVEWORKSHEETS

GRAMMAR & VOCABULARY. (10)

1- Last year I ..... with my family
a. Spent b. spending c. spend d. spends

2- The next year, Ahmed ..... Visit his grandparents.
a. could b. would c. will d. is

3- They usually ..... to work at 7:00 am.
a. went b. gone c. has gone d. go

4- Mohammed and Khalid ..... Playing videogames.
a. Likes b. like c. can d. is

5- The book was ..... By a famous writer.
a. wrote b. written c. writing d. writes

6- The supervisor ..... The meeting yesterday.
a. run b. was running c. running d. ran

7- The meeting's objectives must be .....
a. meets b. meeting c. meet d. met

8- Last year, many employees ..... fired from their jobs
a. were b. are c. is d. was

9- I usually ..... an E-mail from HR every week.
a. Receives b. received c. receiving d. receive

10- Next year, my family and I ..... to travel to the UK.
A. Is going b. are going c. were going d. going

LIVEWORKSHEETS

For each item, shade in the bubble ⬭ next to the correct option.

A fidget spinner is a toy which became popular in April 2017 although similar devices had been (1)_____ as early as 1993. It is made from metal or plastic (2)_____ to spin with little effort. Initially fidget spinner (3)_____ promoted it to help people who have troubles in focusing and to calm down ones who suffer from anxiety. However, society has raised many concerns about its side effects as there wasn't any scientific evidence that it is (4)_____ . As a result of its popularity among children and teenagers, schools (5)_____ the spinners for being a distraction.

1. ⬭ constructed ⬭ discovered ⬭ expanded ⬭ invented

2. ⬭ edited ⬭ designed ⬭ revised ⬭ exchanged

3. ⬭ protesters ⬭ customers ⬭ producers ⬭ competitors

4. ⬭ compulsive ⬭ effective ⬭ dangerous ⬭ useless

5. ⬭ banned ⬭ encouraged ⬭ generated ⬭ processed

LIVEWORKSHEETS

WRITING. (8)

You were invited to attend a meeting online and you accepted it. On the day of the meeting, a member of your family was sick and you had to take him/her to the hospital. Write and e-mail explaining and apologizing why you cannot attend the meeting.

- *Your writing should be* ***clear*** *and* ***organized.***

LIVEWORKSHEETS