

DAY 48. PRACTICE TEST**Part 1. Vocabulary****Task 1**

Complete the text with the correct form of the words in brackets.

Up your game

As a leader you should be seeking to expand your leadership repertoire, build high- (16) _____ (perform) teams and master (17) _____ (negotiate) skills.

It is imperative in a leadership role that you can communicate (18) _____ (effect). Excellent communication skills differentiate between a poor leader and an exceptional one.

The ability to work (19) _____ (collaborate) also becomes extremely important as you assume more (20) _____ (responsible). To get high performance from a team a leader needs to cultivate an environment of collaboration and trust irrespective of their title or position, (21) _____ (coordinate) efforts helps to solve problems and accomplish goals.

When (22) _____ (implement) new ideas, it is critical to build the confidence of employees, avoid (23) _____ (negative) to create a positive environment and use (24) _____ (recognise) as a motivator.

Never (25) _____ (estimate) the need for a great leader, it's much more than just a title.

Task 2

Complete the text with the correct form of the words in brackets.

Up your game

As a leader you should be seeking to expand your (16) _____ (lead) repertoire, build great teams, and delegate tasks (17) _____ (effect). It is also crucial that you have excellent communication skills to prevent (18) _____ (understand).

As John Baldoni describes in his book '(19) _____ (lead) by Example', leaders are those who make things happen; something they achieve by acting the part after (20) _____ (set) the right example. It is important that you demonstrate your resilience by tackling tough issues.

Take (21) _____ (initiate), but be humble because leading is a team activity. Be a leader who aspires to take on (22) _____ (responsible), but is authentic and earns credibility by working (23) _____ (collaborate) with employees as well as sharing credit with them for any success.

Managers who put their team first, (24) _____ (respect) of circumstances, by supporting, nurturing and developing them become leaders whose (25) _____ (person), character, knowledge and skills will be recognised and accepted.