MID-TERM EXAM

UNIT 4-6

DATE: 15th February 2022 Duration: 60 minutes

Level: 8 (Pre-intermediate) Student's name:

LIVEWORKSHEETS

SECTION 1: LISTENING

Listen to radio host Sandra Hebbert interviewing designer Philippe Boisseau. Choose the best answer – a, b or c – to the questions.

1 What sort of product does Philippe design?
   a) stands for trade shows
   b) cars
   c) furniture

2 What does Sandra ask about?
   a) Philippe's ideas
   b) The materials Philippe uses
   c) Stress in Philippe's job

3 What does Philippe say about some furniture designers?
   a) They paint their furniture.
   b) They are like artists.
   c) They are not good businesspeople.

4 How does Philippe see himself?
   a) As a salesperson
   b) As an artist
   c) As a businessperson

5 What sort of product does Philippe create?
   a) Comfortable but very expensive
   b) Mainly beautiful, like a painting or sculpture
   c) Useful and not too expensive

6 How does Philippe get ideas for his product designs?
   a) He does market research.
   b) He has ideas and then tries to sell them.
   c) He hires a team of top designers.

7 What does Philippe discover when he talks to people?
   a) His competitors' secrets
   b) Gaps in the market
   c) People's favourite furniture stores

8 What did Philippe do two years ago?
   a) He extended his product range.
   b) He raised his status.
   c) He entered the furniture market for the first time.

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9 What need did Philippe discover?

a) People wanted more storage space.

b) People wanted more comfortable furniture.

c) People wanted desks for the living room.

10 Whose products did Philippe and his team look at closely?

a) their competitors'

b) their own

c) their clients'

11 What does Philippe say about his sofa with drawers?

a) It wasn't popular.

b) It was wasteful.

c) It was a breakthrough.

12 What does Philippe say about the European Furniture Design Award?

a) He hopes to win one.

b) He won one.

c) He didn't win one.

LIVEWORKSHEETS

SECTION 2: VOCABULARY

A Complete the text with words from the box.

balance	**deadline**	**environment**	**life**	**lifestyle**
need	**opportunity**	**workaholic**		

I'm a freelance accountant and bookkeeper for small businesses so obviously I meet a (1)_____ that every business has. When I tell people what I do, they often say, 'Oh, I guess you love the freelance (2)_____ ! You can work whenever you choose!' I usually just smile and agree but, actually, for a freelancer, finding the right work–life (3)_____ is difficult. When a job comes along, I have to take advantage of the (4)_____ and accept the work, even if I'm already busy. If I have an important (5)_____ to meet, I often start work at 8:00 in the morning and finish at 8:00 at night. This usually happens near the end of the tax year. Fortunately, I don't work twelve hours every day all year long – I'm not a (6)_____ . I have a family and a lot of interests outside of work. Overall, my quality of (7)_____ is really good. I have a small, comfortable office in my home and I really like being in control of my working (8)_____ .

B Choose the best word to complete the sentences.

1 I had a very heavy ***(work / workload)*** last month but this month it isn't too bad.

2 I don't print most e-mails because my company is trying to ***(reduce / raise)*** waste in the office.

3 Manufacturing companies now do more to ***(extend / protect)*** the environment than they did in the past.

4 For business dinners with only five or six people, I like the ***(cosy / medium)*** atmosphere of our local Japanese restaurant.

5 Lunch meetings need to be very quick so I always choose a restaurant that I know will have ***(efficient / local)*** service.

6 I never drink wine or beer at a business dinner. In fact, I always just order ***(alcohol-free / tap)*** water.

7 Can you recommend a hotel that has meeting rooms for hire at ***(reasonable / draught)*** prices?

LIVEWORKSHEETS

8 We don't want to spend too much time getting to the conference venue so let's choose somewhere with a ***(vintage / convenient)*** location.

C Complete the sentences with the correct prepositions.

1 Being stuck ...in... a traffic jam on your way ..... work can be quite stressful, especially if you have an important appointment.

2 In Ireland, ... example, the economy is shrinking and business owners are worried ..... how they will keep their business alive.

3 Gentaro is part ..... a multinational company based ..... Milan.

4 I wish I could relax a bit more instead ..... having to work ..... strict deadlines all the time.

5 Lisa worked until 11 o'clock ..... night to meet the deadline ..... presenting the report.

6 Mike says going ..... a stress counsellor is out ..... the question.

D Choose the best word (a, b or c) to complete each sentence.

1 Many people have only two ...meals... a day: breakfast and dinner.
a) meals b) dishes c) courses

2 Jane invited me round for dinner last night. Her husband is a wonderful .....
a) cooker b) dish c) cook

3 Tom worked in Bangkok for a year and now he is very keen on Thai .....
a) kitchen b) dish c) cuisine

4 They are vegetarians so we should not buy any .....
a) meal b) meat c) food

5 This chocolate mousse is delicious. Could I have the .....?
a) recipe b) cookbook c) receipt

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Grammar:

A Complete the text with the correct form (past simple, past continuous or present perfect) of the verbs in brackets.

I (1)_____ (be) a manager for the past ten years but I (2)_____ (not study) management at university. My degree is in history. While I (3)_____ (work) on my degree, I (4)_____ (become) interested in computer software, specifically in interactive software for teaching. So when I (5)_____ (finish) university, I (6)_____ (take) a job in IT. At that time, the company (7)_____ (develop) interactive software for teaching history to primary school students. It (8)_____ (be) the perfect job for me. I (9)_____ (work) for the same company for my entire career and I couldn't be happier with my job.

B Complete the sentences with words from the box.

after	down	forward	out	part	up

1 Did you take Mr Yun Than _____ for a meal?

2 The entire team took _____ in a training day last week.

3 We're looking _____ to doing business with you.

4 I've asked Rachna to look _____ the Japanese team during their stay in Cambodia.

5 About 200 people turned _____ at my presentation. I was surprised!

6 Bunthai turned _____ the promotion offer because he didn't want to move to Shanghai.

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SKILLS

Match the sentences (1–7) with the responses (a–g).

1 How's business?

2 Would you like to have dinner with us next Friday evening?

3 Do you mind if I take a brochure?

4 Liz, have you met Dmitri?

5 Beatta, this is Layla.

6 How do you feel about Duncan's suggestion?

7 What do you mean by a slight pay increase?

a) Help yourself.

b) Pleased to meet you.

c) I mean three to five per cent.

d) We're having a great year.

e) Yes, I have. Good to see you again!

f) Thank you very much for asking but I'm afraid I can't make it then.

g) I totally agree.

LIVEWORKSHEETS

READING

A Read the article and decide if these statements are true or false.

1 According to the article, business socialising is almost always a fun, exciting part of business travel. True False

2 According to William Hanson, business entertaining is part of the job. True False

3 Hanson says that your actions affect people's opinion of your company. True False

4 Hanson says that having a good understanding of business is far more important than being able to socialise. True False

5 Hanson says that having good manners is boring. True False

6 According to the article, a business dinner may feel relaxed but you should remember that you are with colleagues, not friends. True False

7 According to the article, if your colleagues are staying up late, you should stay up late so you don't miss anything. True False

Business traveller: Socialising while away

By Rhymer Rigby

When travelling for business there can be a lot of pressure to socialise with colleagues and clients. How should you balance work and entertaining, when what you really want to do is fall asleep in front of a film?

You are always working

Etiquette consultant William Hanson says that when with customers, you need to remember that you are at work. 'You are an ambassador for your company,' he says. 'If you're trying to secure a contract, you'll need to socialise well, as you and your company may well be judged by how you behave. Good manners mean you have to look interested through dull stories.'

The setting may be a little more informal but there are boundaries you shouldn't cross. Your boss is still your manager and clients are still clients.

Make your excuses

If you're with colleagues, and you want to get an early night, that's probably OK. 'Just politely excuse yourself,' says Mr Hanson.

However, he adds, bear in mind that the rest of the group will continue having fun and that you risk being 'a little bit of an outsider the next morning'.

So find the right balance – if you always go to bed early, you will miss out. With clients, it is a little different. If it is an important contract, you probably have to do what they want to do – within reason. Obviously, you shouldn't do anything illegal.

Follow up

If a client has taken you out for a meal, it is a nice touch to handwrite a thank-you note. Few people expect this – and they will certainly remember you for it.

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B Read the article again. Choose the best option to complete the sentences.

1 If you want to leave a social occasion early, you should _____ .

a) be pleasant about it

b) get someone to leave with you

c) try to leave without being noticed

2 If you _____ go to bed early, you probably won't feel a part of the team.

a) never b) always c) occasionally

3 When you're out with important clients, you should _____ .

a) pay for everything

b) avoid talking about work

c) try to do what they want to do

4 When you're joining in with clients, you _____ break the law.

a) shouldn't b) have to c) may

5 A handwritten thank-you note for a business meal is _____ .

a) too old-fashioned b) a good idea c) usually necessary

LIVEWORKSHEETS