

15 | Progress test

Working with words

Complete this text with the words from the list.

scale	criteria	tool	views	appraisal
performance	issue			

I had my half-yearly staff ¹_____ last week. Some people don't like them, but I think they're a good development ²_____. Anyway, it was fine. We began by discussing the assessment ³_____ so I understood them. Then my boss allowed me to express my ⁴_____ on the way things had gone since I joined the company. We rated my skills and abilities using a ⁵_____ of one to ten. There was only one ⁶_____ we really needed to address. One of the people in my department had criticized me for using a new supplier. Actually, the criticism was probably fair, but I'm not sure about using colleague's comments as part of ⁷_____ management. After all, what if they aren't true!

Complete these sentences with the missing particles.

- 8 We ended _____ with an agreement to meet again in six months' time to see if things improve.
- 9 Mark comes _____ as being confident, but in fact he's quite unsure of himself.
- 10 It's time to move _____ from this and discuss the next criteria.
- 11 Could you hand _____ this form to all your staff?
- 12 Let's start by going _____ each of the points you've mentioned on the form.
- 13 I'm afraid you can't possibly carry _____ in the same way. Your criticism of the others is affecting the team.

Complete these sentences with the pairs of words.

areas + improve	put + list	identify + goal
positive + could	must + happy	
consider + success	constraints + performance	

14 What do you _____ was your biggest _____?

15 Are there any _____ you feel you need to _____ on?

16 Can we _____ that as a personal _____?

17 I _____ say, we're very _____ with all you've done on this project.

18 On a less _____ note, you _____ have thought more about how your actions affect others.

e 19 Let's _____ that on your _____ of goals.

20 Were there any _____ that affected your _____?

Each sentence contains one mistake. Rewrite the sentences correctly.

21 You should have do that course.

22 If Sandra had left, I probably would applied for her job.

23 If I'd known, I might do something about it.

24 If they'd listened to my instructions, there wouldn't been a problem now.

25 We'd have enough staff for next week's conference, if we would have planned properly in the first place.

Choose the correct answer from the words in *italics*.

26 I *could* / *should* have joined you for a drink if my train hadn't been delayed.

27 She *should* / *might* have complained about the way he did her appraisal. He *mustn't* speak to people like that.

28 If I'd followed my mother's advice, I *would have* / *would* become a doctor.

29 They still aren't here. They *ought to* / *might* have decided to work late.

30 You *ought to* / *would* have waited to hear other offers before accepting the first one you received.