

# Progress Test

## Listening

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Track 5

**Jason Fosse has a meeting with his manager, Denise Watts. Listen to the conversation and answer the questions below. You will hear the recording twice.**

- 1 Jason tells his manager that he wants to ...
  - a) leave the company
  - b) move to another department
  - c) try a different kind of work
- 2 How long has Jason been in this job?
  - a) less than a year
  - b) less than 5 years
  - c) more than 5 years
- 3 Denise Watts thinks ...
  - a) that Jason has performed badly in his job
  - b) Jason is well suited to the job
  - c) Jason chose the wrong job
- 4 What is the main reason for Jason's decision?
  - a) he has been offered another job
  - b) he doesn't have a sense of fulfilment in the job
  - c) he doesn't have a good relationship with his team leader
- 5 Denise Watts ...
  - a) accepts Jason's decision
  - b) asks Jason to reconsider
  - c) promises an immediate solution to Jason's problem
- 6 At the end of the interview, Jason ...
  - a) keeps to his first decision
  - b) changes his mind
  - c) postpones making a decision

## LANGUAGE

COMPLETE THE TEXT BELOW BY CHOOSING THE CORRECT FORM OF THE VERB.

Deutsche Post looks set to announce a takeover of Exel, the UK logistics company which could create the world's biggest logistics group. The German group (a)\_\_\_\_\_ a supervisory board meeting yesterday to approve the deal. Exel board members are due to meet next week to discuss the terms.

Deutsche Post (b) \_\_\_\_\_ a mix of cash and shares that values Exel at around £12.40 a share. John Allan, chief executive of Exel, (c) \_\_\_\_\_ head of the new logistics division. He (d) \_\_\_\_\_ offered a place on the management board.

If the deal goes ahead, it would give Deutsche Post a leading position in supply-chain management, and would be its largest acquisition so far. Deutsche Post (e) \_\_\_\_\_ keen to diversify away from its core postage and package businesses into a broader range of logistics services. It (f) \_\_\_\_\_ already the world leader in air and sea freight.

Analysts have suggested that rival bids from other companies might also (g) \_\_\_\_\_ once Deutsche Post reveals its offer. However, the price could alarm some investors, who (h) \_\_\_\_\_ the group not to pay over £12 per share in recent days.

FINANCIAL TIMES

(a) a) held b) have been holding c) had been holding

(b) a) offered b) offers c) is offering

(c) a) is made b) will be made c) will make

(d) a) had also been b) has also been c) was also

(e) a) was b) had been c) has been

(f) a) is b) will be c) had been

(g) a) be made b) make c) have made

(h) a) had warned b) have warned c) will warn

**Drag the correct prefixes to form words.**

up- under- over- out- mis-

I think you have \_\_\_\_\_ charged us. The price was €49 not €53.

The project was badly \_\_\_\_\_ managed and fell behind schedule.

I wanted the merger to go ahead, but I was \_\_\_\_\_ voted at the meeting.

All the economy class seats were full, so I was \_\_\_\_\_ graded to Business Class.

When drawing up the budget, we \_\_\_\_\_ estimated the cost of materials.

**VOCABULARY**

**Complete the gaps in the memo below using the correct form of the words and phrases in the box.**

allocate / break down / develop / duplicate / face / interrupt / save / share / trust / waste

As you know, we are \_\_\_\_\_ a lot of difficulties at present following the recent merger. We now have people from two different companies working together, but they are not working effectively as a team. A lot of the same work is being \_\_\_\_\_ by different people, and this \_\_\_\_\_ a lot of time; meanwhile, other tasks are not being done at all.

Another problem is that the two groups of people have very different ways of working, but they are not getting together to \_\_\_\_\_ ideas. Sometimes, communication \_\_\_\_\_ completely and then work is \_\_\_\_\_ while we try to sort the problem out. Everyone blames everyone else and I think it will be a long time before the team members develop a good relationship and learn to \_\_\_\_\_ each other.

It would \_\_\_\_\_ the company a lot of time and money if we could \_\_\_\_\_ more effective working practices. We really need to \_\_\_\_\_ some time to this. I propose that we schedule a meeting for next Wednesday at 10 a.m. to discuss the issues involved and try to find some solutions.

**Match the definitions to the phrases underneath.**

A market for a special kind of product that may not have many buyers.

a) niche market      b) captive market      c) closed market

The purchasing behaviour of customers.

a) shopping trends      b) buying habits      c) procurement patterns

To offer a large quantity of a product for sale so that there is more than people want to buy.

a) outsell the market      b) overflow the market      c) saturate the market

An amount of money offered to an employee when a company tells them to leave.

a) exit package      b) severance pay      c) black handshake

The quality of workers who remain faithful to the company they work for

a) corporate identity      b) longevity      c) employee loyalty

A breakdown in health due to stress and overwork.

a) burnout      b) burn off      c) burn up

**Drag the correct words to complete the idioms.**

picture      grapevine      wavelength      bush      purposes

talk at cross picture

put you in the grapevine

beat about the wavelength

heard it on the bush

on the same purposes

**Complete the sentences with the following phrasal verbs in the correct form.**

call off / count on / draw up / let down / set up

We have successfully negotiated a deal and now we are \_\_\_\_\_ the contract.

We've scheduled a meeting with the French team tomorrow, but they're unable to travel so we're going to have to \_\_\_\_\_ it \_\_\_\_\_.

They're planning to \_\_\_\_\_ a new subsidiary in the Bahamas.

I hope we can \_\_\_\_\_ you to complete the report by the deadline.

Our new agent hasn't brought us any new business. He has \_\_\_\_\_ us \_\_\_\_\_.

## SKILLS

**Drag the appropriate phrases to complete the telephone conversation.**

A: Hello. You don't know me but I'm Harriet Ford. \_\_\_\_\_ by Doug Barlow – we used to work together in the logistics department at Zenith.

B: Oh yes!

A: I'm looking for a speaker for a conference we're planning and Doug \_\_\_\_\_

B: I see.

A: \_\_\_\_\_ or shall I call you back later?

B: Well, I'm expecting a client to arrive at any moment. But perhaps \_\_\_\_\_ briefly what the conference is about and when it is.

A: OK. Well it's a conference on supply-chain management which will be held in Miami. And we're looking for a well-known speaker to open the event on October 14<sup>th</sup>.

B: Well, it's \_\_\_\_\_ to invite me, but unfortunately I'm not free on October 14<sup>th</sup>.

A: Oh that's a pity. Well, maybe we could schedule your talk for the second day of the conference. Would you be free on 15<sup>th</sup>?

B: The problem is I'll be in San Francisco on 14<sup>th</sup> and it will be quite a rush to get across to Miami for the next day.

A: Yes, \_\_\_\_\_.

B: But let me think about it and get back to you. Meanwhile, \_\_\_\_\_ about the conference?

A: Yes of course. I'll email all the details to you.

a) mentioned you might be able to help me

- b) Is this a convenient time
- c) I was given your name
- d) very kind of you
- e) I quite understand
- f) you could explain
- g) could you let me have more information

## READING

**Read the article and answer the questions below.**

### **In someone else's job for a day**

If you could do any job at all for one day, what would it be? An easy question to answer, you may think. But when Campaign for Learning, an education charity, said they would arrange for me to take on any job I wanted for a day, I was flummoxed.

Going through some newspapers, I found references to two studies: one suggesting that workers in Wales have the highest job satisfaction in Britain, another suggesting that company directors are the happiest among all professionals.

Which is why I drove to an engine plant in Wales last week to be a company director for a day. I arrived to meet Bob Murphy, the 42-year-old plant manager, at 9.30am. On the wall of his office, there was a picture of an eagle and the slogan: 'Focus: If you chase two rabbits, both will escape.' I explained how I had chosen to spend the day at his plant.

Our first task was to attend a meeting of the senior team members who run the plant, which itself runs 24 hours a day, five days a week, producing 622,000 engines a year. A manager got the meeting rolling by saying: 'The block and head CMMS went down late yesterday evening, which delayed the change of the VCT.' I couldn't understand a word of what they were talking about. After the meeting, Bob Murphy told me: 'We are going to go for a walk around the plant now. I do three walks a day. I don't think you can manage from a desk - the factory floor is where the action is.'

I thought these walks would last a few minutes each, but since the 25-year-old plant covers 6 hectares, they lasted some time longer - most of the day, in fact. They were interspersed with various meetings about many things I did not understand.

By the end of the day at 4.30pm (or rather at the end of my day - Bob works from 5am to 6:30pm, and comes in at the weekends too), we must have walked five or six miles<sup>1</sup>. But in spite of the pain in my feet, I was glad I went for the Welsh factory option. It was nice to discover that there are some management jobs that do not simply involve chairing meetings and sitting at a computer screen. And it was interesting to meet so many people who seem to be content with the jobs they have.

## FINANCIAL TIMES

**A Mark each of the statements below True or False**

It was the writer's idea to take on someone else's job for a day. \_\_\_\_\_

He made his choice after reading articles in the press. \_\_\_\_\_

A survey has indicated that Welsh company directors enjoy their jobs most. \_\_\_\_\_

The author spent a day at a factory that makes engines. \_\_\_\_\_

He arrived there at the same time as the plant manager. \_\_\_\_\_

He went to a meeting where people used a lot of jargon and abbreviations. \_\_\_\_\_

In between walking round the site, the author and Bob attended several meetings. \_\_\_\_\_

Bob Murphy spends most of his day chairing meetings. \_\_\_\_\_

The author regretted having chosen to visit this factory. \_\_\_\_\_

His experience contradicted the findings of the studies he had read about. \_\_\_\_\_

## WRITING

**You work for a group of marketing consultants. Last week, you gave a presentation at a conference in Warsaw about marketing on the web. After your talk, a woman named Francesca Radici came to talk to you and mentioned that her company might be interested in hiring your services. Unfortunately, you didn't have time to discuss her requirements in detail, but she gave you her business card. You now write a letter to make contact with her again.**

In your letter, you should:

Remind her about when and where you met

Apologise for not having more time to talk to her at the conference

Refer to her interest in your consultancy services

Refer to a brochure you are enclosing, and to your company's website  
[www.webwaymarketing.co.uk](http://www.webwaymarketing.co.uk)

Point out that your company has a lot of experience in web marketing

Offer to phone or visit her company to discuss her company's needs

Your letter should be 100 – 150 words.