

14 | Progress test

Working with words

Complete the email.

Hi Katie
I've been thinking about the meeting next Friday. People are coming from a long way for it, so I really don't want to ¹ _____ a lot of time. First of all, I think it must start ² _____ time. It's scheduled for 9 a.m., and it should start at 9 a.m.! I don't think we have ³ _____ time to talk about salaries. We have to keep focused on the project and whether we can ⁴ _____ the deadline or not. We'll need to ⁵ _____ at least two hours talking about this – say until 11 a.m. Then we can have a break of, say, fifteen minutes, which will ⁶ _____ people time to have a chat and catch up on news. After the break we can ⁷ _____ a bit of time by asking the participants to restrict their presentations to five minutes each maximum. I haven't had time to think about the second day. Could you plan a ⁸ _____ for this? If one day is not long ⁹ _____ to fit in everything, maybe we could think about a third day? Let's hope we have ¹⁰ _____ to discuss all the points on the agenda.
Enrique

Language at work

Correct the mistakes.

- 11 If you could to visit any country, which would you choose?
- 12 Would it be acceptable for you to pay more if we are improved the quality?
- 13 What would you saying if I offered you promotion?
- 14 If you were able to change something about your job, what will it be?
- 15 The staff didn't be happy if we took away the water cooler.
- 16 If we wouldn't have such high costs on this project, we could make a large profit.
- 17 Would you work better if you have a faster computer?
- 18 If my boss has been a bit more flexible, I could take a holiday next week.
- 19 Many workers would benefit if they could took a few months off for a course.
- 20 This would be a great place for a holiday if there wasn't so many mosquitoes.

Business communication

Complete the conversation.

- Dirk** Hi, Rosa. I'm afraid we have a ²¹p _____ with the order.
- Rosa** Oh dear. What seems to be wrong ²²e _____?
- Dirk** Well, ²³b _____, we ordered 2,000 brochures, but you've only sent 1,000.
- Rosa** Really? Oh no. Well, would it be OK ²⁴i _____ we delivered the other 1,000 next Monday?
- Dirk** I'm afraid that wouldn't be ²⁵a _____. We need them on Thursday for a trade fair.
- Rosa** ²⁶W _____ if we sent them by express courier? That would ²⁷a _____ us to get them to you within a day.
- Dirk** Yes, that would be ²⁸p _____.
- Rosa** But would you ²⁹a _____ to pay for some of the courier costs?
- Dirk** Yes, I think we ³⁰c _____ do that. How about 50-50?

Result ____ / 30 marks

Speaking test

Role cards

Copy this page and cut out the role cards for the students. Then use the *Speaking test results* forms to evaluate each student's performance. You can then cut out the results and give them to the students.

Student A

You run a chain of coffee shops. Student B supplies you with the coffee machines. A few weeks ago, you ordered ten coffee machines from Student B at €700 each to be delivered by the end of next month. Now you have found that you can buy the machines from another company for less. You ring him / her to negotiate a new price and deadline for this order. For you the price is extremely important, the deadline less so.

- Introduce and describe your problem with the order.
- Say what you would like to do about the price.
- Respond to the other person's suggestion.
- Make another offer.
- Come to an agreement on both price and deadline.

Student B

You supply coffee machines to coffee shops. Student A runs a chain of coffee shops. A few weeks ago, he / she ordered ten coffee machines at €700 each to be delivered by the end of next month. He / she rings you to make changes to the order. For you the price is quite important, so you don't want to make much reduction, but the deadline is very important for you as you have received another big order to be completed urgently. You would like to move Student A's deadline back by two or three months.

- Listen to Student A's problem and respond.
- Say what you would like to do about the price.
- Respond to the other person's second suggestion.
- Explain your problem about the deadline and say that you would like to change it.
- Come to an agreement on both price and deadline.

Speaking test results

Use these forms to evaluate the students.

Student A

Can the student ...	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
explain a problem they have with an order?			
make a suggestion or offer?			
respond to an offer?			
talk about times and deadlines?			
come to an agreement?			

Result _____ / 10 marks

Student B

Can the student ...	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
explain a problem they have with an order?			
make a suggestion or offer?			
respond to an offer?			
talk about times and deadlines?			
come to an agreement?			

Result _____ / 10 marks