

# 5 | Unit test

Surname name group

## Working with words

Complete these sentences with verbs from the list.  
Change the form of the verb if necessary.

act comply share reduce take donate stay

- 1 We've always \_\_\_\_\_ true to our principle of fairness to the customer and the supplier.
- 2 Companies in the 21st century which don't \_\_\_\_\_ responsibly are likely to receive bad publicity.
- 3 How about \_\_\_\_\_ more time to helping a charity?
- 4 All our employees \_\_\_\_\_ an active part in our fund-raising activities.
- 5 If we did more videoconferencing and less flying, we'd \_\_\_\_\_ the impact we have on the environment.
- 6 Currently, this factory doesn't \_\_\_\_\_ with regulations on the disposal of waste water.
- 7 All our subsidiaries \_\_\_\_\_ a strong commitment to supporting the local community.

Each headline refers to ethical or unethical behaviour. Choose the noun from the list which describes the action.

bribery generosity greed fairness discrimination

- 8 Company agrees to pay workers from other countries an equal amount. \_\_\_\_\_
- 9 CEO paid colleagues to take part in illegal financial activities. \_\_\_\_\_
- 10 Woman to prosecute company for paying her less than male colleagues doing the same job. \_\_\_\_\_
- 11 Business owner leaves fortune to charity. \_\_\_\_\_
- 12 Shareholders take profits while workers receive no pay rise. \_\_\_\_\_

Decide if the word in each sentence is an adjective or noun and complete the word.

- 13 We are not involved in the corrupt \_\_\_\_\_ scandal.
- 14 Customers will ask questions about our credib \_\_\_\_\_ if we don't do something quickly.
- 15 He says he isn't prejud \_\_\_\_\_ against older applicants, but he never employs anyone over 40.

- 16 We want to be described as an ethic \_\_\_\_\_ business.
- 17 Appearances can be decept \_\_\_\_\_ - he seems friendly, but be careful!

## Business communication skills

Complete the conversations with phrases a-g. Write the letters in the spaces.

a we'd be delighted to see you    e You're welcome  
b it would be a good idea to    f That would  
c That sounds really    g That makes sense  
d It's well worth a visit

- 1 A We'd like to invite you to the theatre this evening.  
B <sup>18</sup> \_\_\_\_\_ be great. What's on?  
A It's a Russian theatre company performing *Hamlet*.  
B <sup>19</sup> \_\_\_\_\_ interesting.
- 2 A If you're free, <sup>20</sup> \_\_\_\_\_ at dinner this evening.  
B Sorry, but I'm meeting someone for drinks at six.  
A Oh well. <sup>21</sup> \_\_\_\_\_ to come later if you change your mind.
- 3 A While you are in Italy, <sup>22</sup> \_\_\_\_\_ visit our supplier in Salerno. It will save time and money later on.  
B <sup>23</sup> \_\_\_\_\_  
A Ask them to show you round their factory. <sup>24</sup> \_\_\_\_\_

## Language at work

Choose the correct answer from the verb forms in *italics*.

- 25 You can check the details with Amalie. She's *coming* / *will come* in later this afternoon as arranged.
- 26 One day, when I have enough money, I *start* / *'m going to start* my own business.
- 27 A When are you back in the office?  
B I'm not sure. I *'ll let* / *'m letting* you know before I leave.
- 28 The fight from Jakarta *is going to land* / *lands* at 5 p.m. your time according to my e-ticket.
- 29 We've booked places and we *stay* / *'re staying* at the Westin Hotel.
- 30 Sorry about the late delivery. Let me call the warehouse to check and I *'m calling* / *'ll call* you straight back.

Result \_\_\_\_\_ / 30 marks