

6 | Progress test

SURNAME NAME GROUP

Working with words

Match the adjectives from the list to the descriptions.

methodical outgoing creative tactful impulsive
pragmatic detached conventional

- 1 He loves socializing and meeting people. That's what makes him a good marketing manager. _____
- 2 We need someone who takes a practical and realistic attitude to any kind of task. _____
- 3 The reason for her success is that as soon as she hears a good idea she takes action - she doesn't wait to hear what the problems might be. _____
- 4 If you work in design you need to be a person who likes to come up with original ideas. _____
- 5 I like a traditional approach to decision-making. _____
- 6 The CEO is diplomatic and good at talking to people about difficult matters. _____
- 7 He's good at staying out of office politics and doesn't get involved. _____
- 8 Our accounts manager does things step by step. As a result, she never makes mistakes! _____

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

- 9 I suggest you weigh up all the *options / judgements* before you make a final decision.
- 10 Sometimes you just have to trust your own *perspectives / instincts* rather than spend more time analysing facts.
- 11 As long as everyone else has *feelings / confidence* in your decisions, then things will probably work out OK.
- 12 I simply can't *decide / consider* between the two options. Which do you think is better?

Business communication skills

Complete the missing words in this meeting extract.

A ¹³L_____ at the facts. They're here in black and ¹⁴w_____. We are overspending.

B ¹⁵W_____ you say is right, but there are some good reasons. We've had to invest in more advertising and marketing in order to grow.

A Yes, but that was budgeted for last year. What I ¹⁶m_____ is we've spent money on unplanned items. A ¹⁷c_____ example is this list of expenses. I'm ¹⁸n_____ convinced that all these are necessary. Look at this restaurant bill for over \$200!

B Exactly. But that is a marketing cost. Clients have to be taken out.

A In other ¹⁹w_____, you're saying our staff should go to the most expensive restaurants they can find.

B Obviously I think it would be ²⁰c_____ for an employee on a business trip to only choose expensive places on their own. But with clients it's important.

A Jens, what's your ²¹p_____ on this?

C As ²²f_____ as I'm concerned, until we set clear limits and give our staff written guidelines on travel expenses, we'll always have this discussion ...

B ... but the drawback is that every trip is different. It's hard to say there's one rule for every type of expense.

A Hang ²³o_____ Let's hear what Jens has to say.

C In my ²⁴o_____ we need to define what they can and can't do.

A Good idea. Let's draw up some ²⁵a_____ points ...

Language at work

Match 26-30 to a-e.

26	Too few ... _____
27	Don't spend too much ... _____
28	Hardly anyone ... _____
29	Lots of ... _____
30	I'd like to spend a little ... _____

a time on this. It isn't important.
b less time in meetings and more time actually doing some work.
c people have applied for the post. We don't have enough good candidates.
d internally has applied. They are nearly all external.
e time has been spent on this. Too much in fact.

Result _____ / 30 marks