

12 | Progress test

Working with words

Complete these words with the missing letters.

- 1 It's very en_____ that our profits have risen so much.
- 2 This company has a re_____ for good management.
- 3 You can't say you have a high di_____ of your workforce when all the managers are men!
- 4 Our share price is sa_____, but it could be a lot higher.
- 5 TGG has a good sa_____ record, with only one accident in two years.
- 6 This firm is going to be the most socially re_____ organization in the country.
- 7 The CEO said our results were good, but I thought they were di_____.
- 8 The only way we can ac_____ our targets is by working extra hard.
- 9 Environmental pe_____ is increasingly important in modern business life.
- 10 We have taken various initiatives to manage co_____.

Language at work

A journalist interviews Dr Hai Hong about her new job at British Biotube. Complete the interview with the correct form of the verb in brackets, present perfect, or past simple.

- J** Well, Dr Hong, how long ¹¹ _____ (you / work) at British Biotube now?
- H** Just two weeks. I ¹² _____ (arrive) in the UK in June.
- J** Where ¹³ _____ (you / work) before that?
- H** Well, I ¹⁴ _____ (graduate) from Beijing University in 2006. Then I ¹⁵ _____ (spend) three years in the USA.
- J** Why ¹⁶ _____ (you / decide) to come to the UK?
- H** Well, I ¹⁷ _____ (want) to work here all my life! And my husband ¹⁸ _____ (be) here for two years now. He's working as a surgeon in York.
- J** What's the biggest problem you ¹⁹ _____ (find) since you came here?
- H** The language. People here speak very fast!
- J** How long ²⁰ _____ (you / study) English at school?
- H** Six years. But that was a long time ago ...

Business communication

Complete the description of the graph with five different verbs.



Profits in January were €350,000 but ²¹ _____ in the next months to just over €450,000 in April. They ²² _____ stable from April to July, but then ²³ _____ sharply between July and August as the summer holidays hit sales. Profits ²⁴ _____ to nearly €500,000 in September and October, but then ²⁵ _____ through November and December to reach €250,000 by the end of the year.

Complete the sentences with a preposition from the list.

at by from to to

- 26** Average salaries rose _____ 2.4% last year.
- 27/ 28** The salary of a typical office worker in London rose _____ £24,000 in January _____ about £24,500 by the end of the twelve months.
- 29** The price of a three-bedroomed house finished the year _____ £475,000.
- 30** Shares in TKG Houses fell about 5% _____ 475p in December.

Result _____ / 30 marks