

## Unit 4 Progress test

Complete sentences 1–6 with the expressions from the list. Make any changes that are necessary.

*take ownership    be resilient to crises  
learn from others' mistakes    run simulation exercises  
show public remorse    start with contingency planning*

- 1 In order to be well prepared for anything that might happen, a successful company should \_\_\_\_\_ . Then whatever happens it can put those plans into effect as quickly and effectively as possible.
- 2 It is amazing how \_\_\_\_\_ some well-known companies \_\_\_\_\_ . Very little seems to damage their reputation.
- 3 When you make a mistake, it is wiser to \_\_\_\_\_ of the situation, rather than delegate the task of fixing it to someone else.
- 4 In every area of life it appears to be impossible to \_\_\_\_\_ . We all seem to learn best from our own mistakes.
- 5 Japanese companies are often better at \_\_\_\_\_ than European or American companies who find it much harder to apologize in front of the cameras.
- 6 In order to test the new procedures we are going to \_\_\_\_\_ all next week. That should help prevent any unforeseen problems when we launch.

Choose the correct words in *italics* in 7–11.

- 7 I don't like investing in new markets. People say I'm *over-cautious* / *bold*.
- 8 Our profits have been low recently, so it wasn't very *imprudent* / *sensible* to employ another member of staff.
- 9 I'm nervous whenever I'm in the car with him. He's a really *risk-averse* / *reckless* driver.
- 10 I thought buying all those shares was a good idea, but now they've fallen by 50% it seems rather *bold* / *rash*.
- 11 Insurance companies are by nature *risk-averse* / *rash*, so they won't insure you if they think you'll cost them money.

Each sentence 12–17 contains one mistake. Underline it and write the correct word.

- 12 I'd be interested to hearing what you think about this. \_\_\_\_\_
- 13 I'm beginning to have serious thoughts about this. \_\_\_\_\_
- 14 If I could just digress the conversation back to the agenda ... \_\_\_\_\_
- 15 Sorry, Ariane. Could you leave Jason answer that question? \_\_\_\_\_
- 16 I'd like to drag things to a close. \_\_\_\_\_
- 17 Can I just ask everyone to resume up their views? \_\_\_\_\_

Complete the missing words 18–22 in the five conversations.

- A Am I <sup>18</sup>r\_\_\_\_\_ in saying that we all want to go ahead with this?  
B Yes, I think we all agree on that.
- A So what do you think of the project?  
B Well, personally, I still have serious <sup>19</sup>r\_\_\_\_\_.
- A I really think we have to invest now.  
B With <sup>20</sup>r\_\_\_\_\_, Brian, I think you're being too hasty.
- A I'm not sure this is <sup>21</sup>g\_\_\_\_\_ us anywhere. We're just going round in circles.  
B You're right. I think we should come back to it another time.
- A So, can we make a decision?  
B Yes, I think we have some kind of <sup>22</sup>c\_\_\_\_\_ here.

Two people are discussing a new project. Complete 23–26 in the conversation with *this, that* or *it* and an appropriate form of the verb *be*, if necessary.

- A We've spent an hour talking about the project. I think we need to move on.  
B Yes, I know you've never liked the idea and you think <sup>23</sup>\_\_\_\_\_ a complete waste of money.
- A No, <sup>24</sup>\_\_\_\_\_ not fair. Maybe <sup>25</sup>\_\_\_\_\_ my opinion a year or so ago, but I've realized since then it's not as risky as I thought.  
B Well then, my next question is <sup>26</sup>\_\_\_\_\_: when are we going to give it a try?

Look at the conversation below. Match phrases 27–30 in *italics* with categories a–d.

- Jack Pete! How are you? After all this time! It must be ten years since we last met.  
Pete Yes, <sup>27</sup>*wasn't it at the conference in Rio?* \_\_\_\_  
Jack That's right. I remember it well! So, how are you doing?  
Pete Fine, thanks.  
Jack By the way, I saw your picture on the inside page of the conference brochure – <sup>28</sup>*what you've done for your company is really fantastic.* \_\_\_\_  
Pete <sup>29</sup>*It wasn't just me.* I work with a great team. \_\_\_\_  
Jack <sup>30</sup>*Talking of teams.* How did you manage to get Pete Tomlin on board? \_\_\_\_
- a paying a compliment  
b recalling past events in common  
c picking up on a word to extend the conversation  
d being modest about achievements

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

## Unit 4 Speaking test

### Role cards

Copy this page and cut out the role cards for the students. Students should do both role-plays. 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.

#### Role-play 1

##### Student A

Your company produces televisions. You are discussing the risks of moving all your production to China.

- Ask about B's recent trip to Shanghai.
- Check you've understood: 'factory sites' are sites for building a new factory, not pre-existing factories?
- Express doubts about low labour costs in Shanghai being long-term.
- Listen to B's opinion, then get the conversation back onto the main topic. Ask B when a decision has to be taken on factory sites.
- End the meeting and summarize what's been said.

##### Student B

Your company produces televisions. You are discussing the risks of moving all your production to China.

- When invited, talk about your recent trip – your Chinese partner has found two available factory sites.
- Confirm what A says. Point out that there is also a lot of skilled low-cost labour available.
- Listen, then suggest an alternative option = cut costs in existing factories by increasing automation.

#### Role-play 2

##### Student A

You work for a pharmaceutical company. You are discussing the risks of launching a new slimming tablet.

- When invited, talk about the recent clinical trials: positive results with minimal risk to health.
- Confirm what B says, but point out slight risk of addiction if tablet used for too long.
- Listen, then suggest an alternative = anti-ageing tablet developed a year ago, but never launched.

##### Student B

You work for a pharmaceutical company. You are discussing the risks of launching a new slimming tablet.

- Ask A to talk about results of recent clinical trials.
- Check you've understood: no long-term health risk?
- Express doubts about launching an over-the-counter drug that could be addictive.
- Listen to A's opinion, then get the conversation back onto the main topic. Ask A if marketing study has been done based on prescription-only use of slimming tablet.
- End the meeting and summarize what's been said.

### Unit 4 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)
invite someone to speak			
check understanding			
express doubts			
keep to the main topic			
end the meeting and summarize			

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)
invite someone to speak			
check understanding			
express doubts			
keep to the main topic			
end the meeting and summarize			

Result \_\_\_\_\_ / 10 marks