

## 9 | Progress test

SURNAME NAME GROUP

### Working with words

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

- 1 They're offering people over 55 the chance to take early *retirement* / *redundancy*.
- 2 They've asked me to move to Sales, but it seems like a *transferable* / *sideways* move.
- 3 Many women in my position reach a *corporate* / *glass* ceiling and can't go any further.
- 4 If I take this course, it's a quick way to *update* / *train* my computer skills.
- 5 It's only a temporary *secondment* / *relocation* for six months while a colleague goes on maternity leave.
- 6 1,300 workers have been *laid off* / *unemployed* from a factory in Marseille.
- 7 To *appoint* / *retain* our key staff, it may be necessary to offer additional incentives.
- 8 We found that bringing in flexitime reduced staff *development* / *turnover* and in fact increased applications from skilled people.
- 9 Many employees prefer plenty of job *mobility* / *vacancy* to staying in one place for the whole of their career.
- 10 In order to get *in* / *on* in life, it's who you know, not what you know.

### Business communication skills

Complete this negotiation with phrases a-k. Write the letters in the spaces.

- a One option would be to  
 b The areas we need to  
 c you guaranteed  
 d If I  
 e What we need to decide  
 f it just wouldn't work  
 g Let's look at  
 h what I propose is  
 i That sounds like  
 j I'm happy  
 k supposing
- A <sup>11</sup> \_\_\_ on today is what to include in the repatriation package. <sup>12</sup> \_\_\_ discuss are salaries, education for children and the request for loans to buy houses. <sup>13</sup> \_\_\_ what our

options are. <sup>14</sup> \_\_\_ offer a basic package to

- everyone.
- B Sorry, but <sup>15</sup> \_\_\_ if we offered everyone the same. For example, you have some people with no children and some with five. Then you have people already with a house and those with nowhere to live when they get back.
- A Well, <sup>16</sup> \_\_\_ we gave everyone the same salary rise as a percentage?
- B That's a good start. And then <sup>17</sup> \_\_\_ that we take each person case-by-case. So if <sup>18</sup> \_\_\_ equal pay rises, I think they'd let you bargain more easily with other incentives.
- A Good. <sup>19</sup> \_\_\_ a plan. So, a recap. <sup>20</sup> \_\_\_ look at realistic figures for the rise, you'll spend some time looking at each individual's needs. OK?
- B <sup>21</sup> \_\_\_ with that. I can even talk to each of them by phone before the official meeting ...

### Language at work

Complete these sentences with the correct form of the verbs in brackets to make first or second conditionals.

- 22 If I ask Lisa, you \_\_\_\_\_ (ask) Tish.
- 23 But if I \_\_\_\_\_ (give) you my best people, who would I have left?
- 24 We \_\_\_\_\_ (not / have) a high turnover, if we paid a decent salary.
- 25 If we decide before Friday, then everyone \_\_\_\_\_ (know) by Monday.
- 26 What \_\_\_\_\_ (you / offer) if I could pay you in cash?

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

- 27 I won't do anything *supposing that* / *unless* everyone wants me to.
- 28 *In case* / *As long as* you keep quiet about your deal, no one else will ask about a remuneration package.
- 29 *Provided that* / *Unless* I have use of IT support all next week, there'll be no problems with installing the new software.
- 30 *Supposing* / *In case* we stretch the budget, then we can take on a trainee.

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