Name _____ Class _____

Unit test 1

Answer all the questions. There is one mark per question.

LANGUAGE REVIEW

Complete the e-mail with the words in the box.

deeply much	early	however	definitely	pretty	hard	utterly	frankly	very

To: Jo Hills

From: Marketing Executive

Subject: Conference presentation

I know you're on a business trip later this week so can't be at the meeting on Friday when we will (1)_____ be choosing the key speaker for the annual conference. (2) _____, although I tried to change the date of the meeting, it was (3) _____ impossible due to other commitments. (4) _____, if you can send everyone an outline of your presentation (5) _____ tomorrow morning, it will be given the same consideration as the other candidates'. (6) _____, I like the ideas you outlined to me last week (7) _____ and I can see how (8) _____ you've worked on it. I know that last year you were (9) _____ disappointed when you weren't chosen to give the key presentation but I think you've got a (10) _____good chance this year.

PEARSON Longman

PHOTOCOPIABLE © 2011 Pearson Longman

LIVEWORKSHEETS

VOCABULARY

Choose the best word to complete the sentences.

11 Your _____ is very important because the way you sit or stand can indicate how confident you are.

a) gesture b) standing c) posture d) mannerism

12 A successful networker knows how to _____ existing contacts without appearing to be sleazy.

a) leverage b) flick c) adjust d) lean

13 People who are _____ are happy to help without expecting anything in return.

a) negative b) selfless c) careful d) inspirational

14 The lack of _____ made his talk sound very boring.

a) distraction b) charge c) adjustment d) intonation

15 You don't want to appear too _____ when trying to develop contacts because no one likes to feel they are being used.

a) doubtful b) manipulative c) useful d) sociable

16 He always _____ when he listens to presentations. He just can't keep still.

a) fidgets b) adjusts c) distracts d) nods

17 The director _____ his head in agreement with the speaker.

a) shook b) slouched c) wandered d) nodded

18 The way the speaker kept clicking his fingers became a _____ for most of the audience.

a) adjustment b) distraction c) modulation d) leverage

19 I _____ into a colleague I hadn't seen in years at the conference last week.

a) faced b) met c) bumped d) wandered

20 The presenter was standing behind the _____ where he had placed all his notes.

a) lectern b) space c) PowerPoint d) network

PEARSON Longman

PHOTOCOPIABLE © 2011 Pearson Longman

LIVEWORKSHEETS

SKILLS

A Match the sentence beginnings (21–25) with the best endings (a–e).

21	Could you	a)	you know of any good places to eat?
22	Do you mind me asking	b)	you should say that.
23	It's funny	c)	do me a favour please?
24	I don't suppose	d)	where you're from?
25	Do give me a ring	e)	when you get back, won't you?

B Complete the e-mail using the words in brackets.

To: John Fellows

From: Javier Suarez

Subject: Business Today Speaker

Dear Mr Fellows

Thank you for your e-mail. I am writing to confirm that I (26)_____ (delighted) to give a talk to the local business community at the conference in November.

(27)_____ (please/attach) my completed speaker's proposal form, as requested. I also confirm that I (28)_____ (like/attend) the charity dinner on the last day. I (29)_____ (grateful) if you could also organise four nights' accommodation for me.

If you have any questions about my talk, please do not hesitate to contact me.

I (30)_____ (forward/meet) you at the conference.

PEARSON Longman

PHOTOCOPIABLE © 2011 Pearson Longman

LIVEWORKSHEETS