

NAME:

DATE:

## MID- TERM EXAM BUSINESS PARTNER A1

### READING

1) Read the interview and write TRUE (T) or FALSE (F).

#### Interview with Beata Novak

**Q: Your company, Altech, reduced costs by 20 percent last year. How did you do it?**

A: Well, firstly, we looked at the production costs. Our production workflow was good, but our shipping costs were very high. They increased by 30 percent in one year. So, we negotiated with a local company to deliver the products for us. We saved a lot of money.

**Q: Did you change other things?**

A: Yes, we changed the machines because they weren't reliable. We negotiated a good price with a new supplier and we bought them in January. They also saved energy and reduced costs!

**Q: What did the employees think?**

A: The workers didn't understand the machines. But we provided training and now they're happy with the changes. Now our workers have more time to work on interesting projects. For example, we started a review of next year's budget. We want to find more ways to save money!

1. Beata Novak reviewed the production workflow. \_\_\_\_\_
2. The production workflow was very high. \_\_\_\_\_
3. They outsourced work to an international company. \_\_\_\_\_
4. The result of this outsourcing was positive, because they saved a lot of money. \_\_\_\_\_
5. The company also bought new machines. \_\_\_\_\_
6. Workers were always happy with the new machines. \_\_\_\_\_
7. After buying the machines, workers have more free time. \_\_\_\_\_
8. Now employees are working on a new project about upgrading technology. \_\_\_\_\_



### LISTENING

2) Listen to Lynn giving Matt feedback on a recent project. Complete the dialogue with one word.

**Lynn:** Matt, do you have a moment?

**Matt:** Hi Lynn, sure.

**Lynn:** Great **1** \_\_\_\_\_ on the new website. **2** \_\_\_\_\_ done!

**Matt:** Oh, thanks!

**Lynn:** We're very 3 \_\_\_\_\_ with your work, especially with the automatic support system. This 4 \_\_\_\_\_ that we can automate some support tasks now. The 5 \_\_\_\_\_ is that we'll save a lot of money on support staff.

**Matt:** That's great to hear.

**Lynn:** 6 \_\_\_\_\_ to review how it's working every week.

**Matt:** Sure.

**Lynn:** And 7 \_\_\_\_\_ to ask if you need any help!

**Matt:** Of course.

**Lynn:** Fantastic 8 \_\_\_\_\_ !



## GRAMMAR AND VOCABULARY

### 3) Complete the sentences with the PRESENT SIMPLE of the verbs in brackets.

1. How long \_\_\_\_\_ it \_\_\_\_\_ to complete orders? (take)
2. These items \_\_\_\_\_ out of stock. We need to order more. ( be)
3. Where \_\_\_\_\_ the engines \_\_\_\_\_ from ? (come )
4. The Morgan Motor company \_\_\_\_\_ handcrafted sports cars. ( make)
5. The company \_\_\_\_\_ cars to Europe. (not ship)
6. The product \_\_\_\_\_ in the warehouse. We need to order it. (not be)
7. They \_\_\_\_\_ ( have) a lot of orders now. Demand is very high!
8. They \_\_\_\_\_ ( not buy ) parts from other countries.

### 4) Complete the dialogue with the PAST SIMPLE form of the verbs in brackets.

**Julia:** What changes \_\_\_\_\_ you \_\_\_\_\_ ( make) in the company last year?

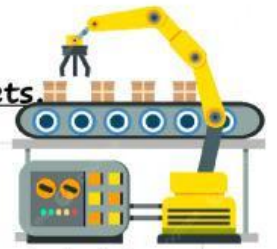
**Mark:** Let me see... We \_\_\_\_\_ ( hire) new employees ,  
we \_\_\_\_\_ ( upgrade) our technology, and the facilities department  
\_\_\_\_\_ ( buy) new desks and chairs.

The company \_\_\_\_\_ ( not save) money but we \_\_\_\_\_  
( improve) the office!

**Julia:** \_\_\_\_\_ the employees \_\_\_\_\_ the changes? (like)

**Mark:** Oh yes, absolutely! Also, management \_\_\_\_\_ (love) the changes  
because the company \_\_\_\_\_ ( sell) more products last year as a result!

5) Complete the sentences with WILL / WON'T and the verbs in brackets.



**BIG CHANGE AT PHARMAWORLD**

PharmaWorld begins a big project to upgrade their machines this week.

The changes <sup>1</sup> \_\_\_\_\_ (begin) next Monday and <sup>2</sup> \_\_\_\_\_ (take) four weeks. The new equipment <sup>3</sup> \_\_\_\_\_ (arrive) at the end of the month and so the company <sup>4</sup> \_\_\_\_\_ (not use) the new machines until next month. The new machines <sup>5</sup> \_\_\_\_\_ (save) £100,000 a year, but we <sup>6</sup> \_\_\_\_\_ (not see) the differences in the budget until next year.

6) **SUPPLY CHAIN VOCABULARY. Complete the sentences with the words in the box.**

|        |        |             |          |           |               |
|--------|--------|-------------|----------|-----------|---------------|
| CUSTOM | DEMAND | INSPECTIONS | IN STOCK | LEAD TIME | MANUFACTURING |
|--------|--------|-------------|----------|-----------|---------------|

1. We have all of our standard models \_\_\_\_\_ in our warehouses.
2. We increased \_\_\_\_\_ at our factory because of very good sales.
3. At first, we had some problems with quality, so \_\_\_\_\_ are very important at the moment.
4. Our normal \_\_\_\_\_ is four weeks.
5. We offer \_\_\_\_\_ models, with products in different colours and sizes.
6. When \_\_\_\_\_ is high, we need more time to complete an order.

7) **SAVING MONEY VOCABULARY. Choose the correct verb in each sentence.**

1. We OUTSOURCED / REVIEWED / UPGRADED the work to a company near the office.
2. We RELOCATED / UPGRADED / NEGOTIATED a better price with our suppliers.
3. We RELOCATED / UPGRADED / AUTOMATED our technology to a new model.
4. We AUTOMATED / NEGOTIATED / RELOCATED to a cheaper office building.
5. Our employees can OUTSOURCE / WORK / RELOCATE remotely if they want.
6. We AUTOMATED / RELOCATED / WORKED some tasks so workers don't have to do them.

