

## Test 6

### 6.1 Teamwork

- 1 Complete the sentences using the words in the box. Change the form if necessary. One is **not** used.

agree argument communication cooperate  
deal experienced management reliable respect

- The team wasn't a big success, only two or three members really \_\_\_\_\_.
- People who are not \_\_\_\_\_ are often late for work and don't do their job properly.
- It's important to show \_\_\_\_\_ for other team members.
- When we have different ideas about something, we sometimes have \_\_\_\_\_.
- \_\_\_\_\_ team members are happy to help younger members.
- He is \_\_\_\_\_ with that problem now. Don't worry.
- If team members don't \_\_\_\_\_ with each other, there will be problems.
- They often \_\_\_\_\_ with the boss, but he doesn't want people to question his ideas.

### 6.2 Pronouns with *some-* and *every-*

- 2 Choose the correct option in italics to complete the conversation.

- A:** Good morning. <sup>1</sup>*someone / everyone*. Thank you all for coming. Has <sup>2</sup>*somebody / everybody* got <sup>3</sup>*everything / something* they need for the meeting? The plans, the schedule, the design sheets? Have you lost <sup>4</sup>*everything / something*, Jannie?
- B:** Yes, sorry. I think I've left my plans <sup>5</sup>*everywhere / somewhere*. I've looked <sup>6</sup>*everywhere / somewhere* for them, and they're definitely not in my folder.
- C:** I've just remembered <sup>7</sup>*everything / something*. <sup>8</sup>*Someone / Everyone* put two sets of plans in my folder. Has <sup>9</sup>*someone / everyone* got two sets or is it just me? Maybe this one is yours, Jannie?

### Functional language

#### 6.3 Encouraging and motivating

- 3 Put the words in B's responses in the correct order.

- A:** I didn't get that job I applied for.  
**B:** <sup>1</sup>disappointed / be / so / you / must
- A:** I wanted to do the presentation this time, but she wouldn't let me.  
**B:** <sup>2</sup>how / it / I / you / know / important / was / to
- A:** I failed my Level 4 professional exam.  
**B:** <sup>3</sup>again / try / always / can / you
- A:** I didn't get that job I applied for.  
**B:** <sup>4</sup>it / out / didn't / sorry / for / I'm / you / work

### 6.4 Supporting, building on and questioning ideas

- 4 Complete the missing words.

- A:** Any thoughts on how we can stop so many graduates leaving after a year?
- B:** Well, how about letting them work from home three days a week?
- A:** I <sup>1</sup>r \_\_\_\_\_ like that idea. We've got the technology to do it.
- C:** Yes, but I'm just <sup>2</sup>w \_\_\_\_\_ about team spirit. Won't we lose that if people are working from home?
- B:** Maybe we could have video meetings each morning?
- D:** Well, while we're on the <sup>3</sup>s \_\_\_\_\_ of the daily meetings, <sup>4</sup>w \_\_\_\_\_ d \_\_\_\_\_ we just stop having them? Many employees think that meetings should only happen when they're necessary.
- B:** You know, that <sup>5</sup>m \_\_\_\_\_ not be <sup>6</sup>s \_\_\_\_\_ a bad idea!
- A:** And <sup>7</sup>d \_\_\_\_\_ that means we <sup>8</sup>c \_\_\_\_\_ have more time to concentrate on what really matters.

### 6.5 Making requests

- 5 Complete the email using the phrases in the box.

can you could you let do you think  
if possible, I'd like please would you mind

10 <

Our new store opens in two weeks' time, so I'm writing to let you know the next steps for the opening.

<sup>1</sup> \_\_\_\_\_ Erik to check the products we need will arrive in our warehouse at least one week before the opening. If necessary, <sup>2</sup> \_\_\_\_\_ order products from other suppliers.

Unfortunately, we're having problems hiring staff for the new store. Andrea, <sup>3</sup> \_\_\_\_\_ speaking to the new Store Manager to try and find out why we're having these problems? Then <sup>4</sup> \_\_\_\_\_ Michelle know your findings. After that, Michelle, <sup>5</sup> \_\_\_\_\_ think of ways to find more staff? <sup>6</sup> \_\_\_\_\_ I could have a list of candidates on my desk within two or three days?