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

1 The team wasn't a big success, only two or three members really _____.
2 People who are not _____ are often late for work and don't do their job properly.
3 It's important to show _____ for other team members.
4 When we have different ideas about something, we sometimes have _____.
5 _____ team members are happy to help younger members.
6 He is _____ with that problem now. Don't worry.
7 If team members don't _____ with each other, there will be problems.
8 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, [1]*someone / everyone*. Thank you all for coming. Has [2]*somebody / everybody* got [3]*everything / something* they need for the meeting? The plans, the schedule, the design sheets? Have you lost [4]*everything / something*, Jannie?

B: Yes, sorry. I think I've left my plans [5]*everywhere / somewhere*. I've looked [6]*everywhere / somewhere* for them, and they're definitely not in my folder.

C: I've just remembered [7]*everything / something*. [8]*Someone / Everyone* put two sets of plans in my folder. Has [9]*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: [1]disappointed / be / so / you / must

A: I wanted to do the presentation this time, but she wouldn't let me.
B: [2]how / it / I / you / know / important / was / to

A: I failed my Level 4 professional exam.
B: [3]again / try / always / can / you

A: I didn't get that job I applied for.
B: [4]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 [1]r_____ like that idea. We've got the technology to do it.
C: Yes, but I'm just [2]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 [3]s_____ of the daily meetings, [4]w__ d__'__ we just stop having them? Many employees think that meetings should only happen when they're necessary.
B: You know, that [5]m____ not be [6]s____ a bad idea!
A: And [7]d____ that means we [8]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

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

[1]_____ Erik to check the products we need will arrive in our warehouse at least one week before the opening. If necessary, [2]_____ order products from other suppliers.

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

LIVEWORKSHEETS