

PROGRESS TEST 1

Name: _____

Batch: _____

PART 1: VOCABULARY

Complete these sentences with words from the list

pharmaceuticals	automobile	accountancy	clothes	travel
financial services	insurance	furniture	ticket	estate
electronics	computer	law	car	

1. HSBC, Credit Suisse, Wells Fargo _____
2. AstraZeneca, Pfizer, Bayer _____
3. Philips, Sony, Panasonic _____
4. Tata Motors, Toyota, Fiat _____
5. We are the biggest _____ manufacturer in the region; we make more chairs and tables than anyone else.
6. We think it's best to use a big _____ firm to help with the company finances.
7. Could you call the _____ agent and book two seats for this evening's concert?
8. We have always used the same _____ firm for legal advice; they are quite expensive, but very good.
9. I'm thinking of buying a new PC. Can you remember a good _____ dealer?
10. In this country, most people use an _____ agent to buy or sell a house.
11. That _____ manufacturer has a good contract with one of the big fashion stores.
12. After the fire in our office last year, the _____ company paid for our new equipment very quickly.
13. We usually compare prices from two or three _____ agents before we book flights and hotels.
14. Nowadays, _____ manufacturers produce vehicles which are not so bad for the environment.

PART 2: LISTENING

Task 1: You will hear eight short recordings twice. For questions 1-8 choose the correct answer.

1 How many days a week does the man work?

a 3
b 5
c 7

2 What does the man do at lunchtime?



a.



b.



c.

3 Who is going to finish preparing the presentation?

- a Sandra
- b Dmitri
- c Rens

4 What kind of work is the company offering?

- a permanent
- b flexible hours
- c full time

5 What do the man and woman decide to do about the staff party?

- a delay it until summer
- b book a restaurant now
- c ask for different ideas

6 What is the new meeting date?

- a Monday 6 June
- b Wednesday 8 June
- c Monday 13 June

7 What was the woman's first job?

- a a shop assistant
- b delivering newspapers
- c cleaner

8 Where are they going to meet?



a.



b.



c.

Task 2: Listen to the audio and fill in the blanks. The recording will be played twice.

26. Which firm did the _____ use to work for?

- A. We don't need to recruit any _____
- B. Yes, I'm firmly against it.
- C. I'm not sure. You should _____

27. Shouldn't we _____ as well?

- A. I _____ to work.
- B. Well, I made my intentions clear.
- C. No, I don't think that's _____

28. When are you _____ to San Diego?

- A. _____ the traffic jam.
- B. First thing tomorrow morning.
- C. It'll _____ outside the hotel.

29. Do you want to meet at your apartment or _____?

- A. My place is fine.
- B. For the _____
- C. I feel like having something else.

30. How long does your _____ normally take?
A. I go by bus.
B. Around _____
C. He's a _____ expert.

31. _____ the town hall is?
A. Yes, it is a big town.
B. Sorry, I'm not _____
C. Just _____ the hall.

32. Rita hasn't _____ today, has she?
A. Sure, she can come in, too
B. I saw her yesterday _____
C. No, she _____ this morning.

33. Haven't you _____ yet?
A. Yes, we've open 24 hours.
B. That item is not _____, I'm afraid.
C. No, I haven't had _____ so far.

34. Who's _____ the company picnic?
A. Mr. Kim is.
B. Yes, I _____
C. He is very responsible.

35. _____ your coffee? Black, or with cream?
A. Cream and _____, please.
B. Thanks. It's really delicious.
C. That's my _____, too.

36. Didn't Mr. Clyde _____?
A. He's not returning till tomorrow.
B. Was _____
C. Yes, he left me a _____

37. What are you going to discuss at the _____?
A. I wasn't part of the discussions.
B. The company's _____
C. Yes, it's tomorrow _____

38. The movie _____ start at 5 o'clock, right?
A. We can go to _____ if you'd like.
B. It was fantastic, wasn't it?
C. I've never visited a _____ before.

39. Can you _____ by yourself, or do you need my help?
A. If it's not _____
B. Yes, I packed my own bags.
C. No, it's not _____.

40. Mr. Smith filed a _____ our customer service.
A. Just _____, please.
B. No, I completed it.
C. I'll _____ right away.

Task 3: Listen to the conversation twice and fill in the blanks.

1. The man is going to have _____
2. He is asking for directions to the _____
3. He needs to follow the _____ and takes a right.
4. On the way, he has to go pass the _____ without parking.
5. He will have to find a _____ to reach his destination.

PART 3: READING

Read the text below and choose the correct answer for each question.

Making Better Offices	<p>1 What does the writer say about past workplaces in paragraph one? a They were bad. b They were more relaxed. c They were different to now.</p> <p>2 What does WeWork do? a It provides flexible workspaces. b It helps start up small businesses. c It supplies office equipment.</p> <p>3 How do WeWork learn about office space? a by studying how workers use their office space b by having conferences in different countries c by changing workers' routines</p> <p>4 What do WeWork ask workers about? a their weekly work schedules b their opinions on where they work c their reasons for doing their job</p> <p>5 What is WeWork's new goal? a to rent more office spaces b to help designers create smaller office space c to help businesses use office space better</p> <p>6 What does David Fano think is one problem for businesses? a They have many cancelled meetings. b They waste meeting space. c They don't have enough meeting rooms.</p> <p>7 According to the text, how can the environment of a workspace influence meetings? a It helps reduce the number of meetings needed. b It can improve how people work depending on the meeting's focus.</p>
<p>People spend a lot of time at work and companies spend a lot of money providing workplaces. Workplaces have changed a lot in the past fifty years. We can now see more relaxing spaces and open desk spaces in many offices but could this change more in the future? One company, WeWork, have been collecting data to do just that.</p>	
<p>WeWork is a co-working supplier that have offices around the world. They provide self-employed people or small businesses a flexible space to work in. People can pay for an office or just use the facilities and a desk. They have offices worldwide and they have become central London's biggest office occupiers.</p>	
<p>They have learnt a lot from having office spaces in many different countries. In their offices, they observe the daily routines of everybody who is working there. For example, they can see how many people are using conference rooms, and how often these rooms are booked. They can watch how people are using the group spaces and how they walk around the offices. They have also conducted surveys asking staff what they think of the spaces.</p>	
<p>With all this information, WeWork is now offering office design services to businesses. They want to make sure companies are only renting the space they need and are using that space in the best way possible. The overall aim for companies is to save money by a clever design of the workplace.</p>	
<p>David Fano of WeWork explained that one problem is how much space people really use at work. An example is people who send out meeting invites with RSVPs for three</p>	

<p>people, but they have booked an eight-person room. Using ideas like smaller conversation areas can help people work better and then businesses save money.</p> <p>However, it isn't all about saving money; the environment of a work space can improve the way people work and this can change depending on the focus of a meeting. Data has shown that for a sales meeting it can be a good idea to have bright lights and some music in the background because this gives energy to the participants and makes them feel positive. With more and more data on working habits, WeWork may continue to make work spaces more effective for companies and employees in the future.</p>	<p>c It ensures all meetings are conducted in silence.</p> <p>d It eliminates the need for data on working habits.</p> <p>8 The last paragraph explains how WeWork can make work spaces more ...</p> <p>a relaxing.</p> <p>b productive.</p> <p>c money saving.</p>
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Task 2: Read the article and then do the following tasks.

MÉDECINS SANS FRONTIÈRES

The international non-governmental organization (NGO) - Médecins Sans Frontières (MSF), or Doctors without Borders, was founded in 1971. Its purpose was to help people who needed medical aid following natural disasters, or political violence and wars. In the beginning, there were only thirteen doctors and journalists. Since then it has expanded dramatically and has offices all over the world. By 1972 there were 300 volunteers, including the thirteen original founders. In that year, MSF's first task was to help people in Managua, the capital city of Nicaragua, after an earthquake. Between 10,000 and 30,000 people died. In 1974, staff went to Honduras after Hurricane Fifi and the flooding

that followed. The following year MSF assisted in its first refugee crisis, helping Cambodians who had fled their country. During the 70s, there were problems for the MSF staff on the ground; there was little preparation before staff set off on a mission; doctors had little support and supply lines were not reliable. At that time, there were no humanitarian logisticians, so ports and airports became blocked because of aid packages that had been sent from all over the world.

Now things have changed. The organisation employs more than 36,000 people around the world. These people support the medical professionals and include logisticians, heads of fundraising, coordinators, managers and accountants. There are also many thousands of volunteers.

All operation bases need a manager and other staff to raise funds and plan how to deliver aid where it is needed. The manager has to resolve problems, as well as decide on and implement fund-raising strategies. He or she must also ensure that projects don't go over budget.

NGO accountants assist the manager with the financial side of the operation. They have to work out the budget, make sure that staff are paid, pay bills and train local staff to control their own budgets. The manager and coordinator train volunteers to do their jobs. The coordinator develops and implements training programmes and is responsible for making travel arrangements and arranging meetings. The organization is continuing its work, helping sick and distressed people wherever help is needed.

1 Read the article and decide if the statements are true (T) or false (F).

31 MSF started in 1972.

32 The organization was started by thirteen doctors and journalists.

33 It first helped refugees in 1974.

34 MSF employs personnel taking responsibility for different tasks.

35 The accountant is solely responsible for making sure all staff receive training.

2 Read the article again and choose the correct option.

36. In which year did MSF start delivering aid?

37. Where did MSF not work?

38. Which job title was notably absent during the first refugee crisis?

39. Whose responsibility is it to train local volunteers?

40 Whose job is it to buy flight tickets?

a manager b coordinator c accountant d logistician

PART 4: WRITING

Write a paragraph to describe your company/ workplace/ department.