B2 Business Partner

UNIT 2: Language and skills test

Name:_____

LANGUAGE

Lesson 2.1 Vocabulary

BECV/BULATS

1 Choose the correct option a, b, c or d.

When applying for a job, potential employees also look for signs that the company offers good career [1]_____. They want to make sure that there is job-[2]_____ training, as such [3]_____ courses will provide them with relevant workplace skills. Companies should also provide a [4]_____ for each new member of staff to help them develop [5]_____ in their new positions.
Many companies look for more than just excellent qualifications and a good skills [6]_____. They aim to find staff who also demonstrate [7]_____ intelligence, self-motivation and the ability to develop a good [8]_____ with colleagues and team members. However, companies still need to do a needs [9]_____ to make sure that they can provide a comprehensive training policy. This should include a thorough [10]_____ programme for new employees when they start, followed by continuous learning throughout their employment.

1
a delivery **b** development **c** induction **d** benchmarking
2
a blended **b** motivated **c** delivered **d** related
3
a online **b** trained **c** practical **d** learning
4
a mentor **b** learning **c** career **d** mentee
5
a induction **b** analysis **c** competency **d** method
6
a method **b** set **c** motivation **d** rapport
7
a learning **b** analytical **c** emotional **d** practical
8
a rapport **b** mentor **c** competency **d** method
9
a delivery **b** analysis **c** programme **d** standard
10
a online **b** skills **c** blended **d** induction

__/10

Lesson 2.2 Grammar

2 Complete the second sentence with a passive, so that it has the same meaning as the first sentence.

1 What about giving staff more training?
Staff _____ training.

2 It would be a good idea to employ a consultant to help us.
A consultant _____ to help us.

3 It's possible for staff to do the training online.
The training _____ online.

4 It's vital that we spend more money on the project.
More money _____ on the project.

5 It's important not to forget the needs of our employees!
The needs of our employees _____.

6 It's necessary to develop a suitable training policy.
A suitable training policy _____.

7 One suggestion is to improve the ordering system.
The ordering system _____.

8 We would consider recruiting more staff if it were necessary.
More staff _____ if it were necessary.

9 It's not essential to introduce the new policy immediately.
The new policy _____ immediately.

10 It's possible that we won't be able to give staff bonuses this year.
Staff _____ bonuses this year.

__/10

Lesson 2.3 Functional language

3 [BP_B2_Test_02_001.mp3] Listen to the speaker and choose the correct answer a, b or c.

1 a b c
2 a b c
3 a b c
4 a b c
5 a b c

__/5

Lesson 2.4 Functional language

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LIVEWORKSHEETS

UNIT 2: Language and skills test

Name:_____

BULATS

4 Complete the text with ONE word in each gap.

What we're looking to do here today is discuss the training for next year. It's important that everyone gives their ideas so we'll go [1] ..... the table, just to [2] ..... that everyone gets to say something. I think we actually [3] ..... that the training offered last year was not sufficient, so perhaps the next [4] ..... is to think about why it wasn't sufficient and what additional training would actually help. So, let's [5] ..... everyone one by one and then discuss the ideas. Let's begin with you then, Ella …

__/5

Lesson 2.5 Functional language

BECV

5 Some lines have an extra word and some lines are correct. If the line is correct, write CORRECT. If there is an extra word, write the word.

1 I am writing to you request some more training as
2 I have just become a project leader. I believe that it
3 is important to attend at a time management
4 course so that I can work as more efficiently.
5 Another area in where I need to develop my skills
6 is delegation. I need this because of I did not gain
7 enough experience last year. It would be all very
8 helpful if I could do that course next month.
9 I would also like to attend the time management
10 course in two weeks' time, if it possible.

1 .....
2 .....
3 .....
4 .....
5 .....
6 .....
7 .....
8 .....
9 .....
10 .....

__/5

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LIVEWORKSHEETS

B2 Business Partner

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SKILLS

Short listening

BECV

6 [BP_B2_Test_02_002.mp3] You will hear a telephone message and a conversation. For each question, write one or two words or a number.

Listening 1

Phone message from Stephanie Klas

Called about the [1] ..... for training programme.
Our email didn't mention Time Management courses – Ms Klas has scheduled [2] ..... for next year.
How many [3] ..... courses do we want: 2, 3 or 4?
Finally, needs clarification on [4] ..... required.
Arrange Skype meeting.

Listening 2

Received calls log

From: Maria Harper
Called about position with [5] ..... Engineering.
Wanted info about company's on- [6] ..... training.
Said we always got [7] ..... especially for management training.
Will contact [8] ..... to ask if Maria should still apply.

__/8

Long listening

BECV/BULATS

7 [BP_B2_Test_02_003.mp3] You will hear a radio interview with David Nguyen, a training expert. For each question, choose the correct answer a, b or c.

1 David Nguyen says one reason training programmes fail is that
a companies can't afford a Training Manager.
b the Training Manager might be too inexperienced.
c recruiting a good Training Manager is not easy.

2 A good question to ask during a Training Manager's interview is:
a How would you choose the employee to be trained?
b How do you select training programmes?
c How to do you update your own skills?

3 The first step in a simple needs analysis asks staff
a to be very specific about what training is important to them.
b to discuss their roles with colleagues.
c to identify courses they'd like to do.

4 In the second step of a simple analysis, colleagues
a decide how important each need is.
b brainstorm a new list of requirements.
c discuss the results of previous training.

5 According to David, in reality, a needs analysis
a tends be simpler than companies think.
b can be too complex for companies.
c should involve regular reassessment.

6 Further needs analyses should be done
a during the recruitment process.
b when job descriptions are modified.
c instead of a performance review.

7 What does David say about justifying the cost of training?
a well-trained staff can improve company image.
b training programmes are rarely cancelled.
c a lack of well-trained staff is a waste.

__/7

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LIVEWORKSHEETS