

### P3 FINAL TEST

#### GRAMMAR / VOCABULARY:



#### 1. Select the correct alternative.

1. If I **will see** / **see** him, I'll tell you.
2. If I **will feel** / **feel** tired, I will take a long bath to relax.
3. I **would** / **will** be very scared if I saw an alien.
4. Liz will be disappointed if you **won't** / **don't** come tonight.
5. What **will** / **do** you do if he doesn't invite you?
6. Chris will shout at you if he **is** / **would be** very angry.
7. If you **have** / **had** more money, would you donate any?
8. Call me when you **would get** / **get** home
9. They **don't** / **won't** pass the exam if they don't study harder.
10. If I **would have** / **had** better qualifications, I would have a better paid job.
11. If I **am** / **will be** happy, I will laugh a lot and try and make other people laugh too.
12. Louis loves walking on the beach when it **will be** / **is** sunny.
13. If they **invite** / **will invite** you to their wedding, will you go?
14. **Would** / **Will** you invite me to the wedding if you got married?
15. We **are** / **will be** very surprised if they don't win the competition.

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#### 2. Complete the sentences with one word.

1. At annual appraisals, you \_\_\_\_\_ give negative feedback to employees first.
2. She has \_\_\_\_\_ made the presentation. She spoke at the meeting this morning.
3. I think you \_\_\_\_\_ ask your boss about your promotion prospects.
4. If the budget \_\_\_\_\_ high enough, we won't manage to launch the product.
5. We would speak to the manager if we \_\_\_\_\_.
6. They haven't made any progress \_\_\_\_\_.
7. You \_\_\_\_\_ discuss if the employees have achieved last year's goals.
8. If I \_\_\_\_\_ you, I would tell her the truth.
9. I need some advice. \_\_\_\_\_ I accept the new job offer?
10. \_\_\_\_\_ you be upset if the manager resigns?
11. What \_\_\_\_\_ you do if you lost your job?
12. I \_\_\_\_\_ received a confirmation email yet.
13. It's your choice. You \_\_\_\_\_ write to the manager or the CEO.
14. \_\_\_\_\_ you met the new chief of the department?
15. If I could choose, I \_\_\_\_\_ want to work in the advertising team.

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#### 3. Choose the right answer:

1. I've made a mistake with the accounts so I **mustn't** / **must** recalculate the figures.
2. **Has he made** / **Did he make** a final decision yet?

3. Our competitor's new product is cheaper than ours, so we **could** / **shouldn't** reduce our prices.
4. The report **should** / **mustn't** be finished today.
5. If you've finished the test, you **will** / **may** leave the classroom.
6. He **hasn't had** / **didn't have** any experience when he joined our company.
7. If he doesn't take any language courses, he **will** / **won't** get the promotion.
8. I **may** / **will** paint the roof this weekend but I'm not sure.
9. **I don't think you should** / **I think you shouldn't** accept the new job if it pays so little.
10. I'm sure we **may** / **will** meet again.
11. If the company had extra funds, we **could** / **wouldn't** hire more people in the department.
12. You **should** / **must** file your tax form before the 5<sup>th</sup> of the month or you will pay a fine.
13. Car drivers **have to** / **should** wear a seatbelt when driving.
14. Susan **may** / **will** be late but she'll let us know.
15. The department **should** / **shouldn't** recruit more people because the salary costs are too high.

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#### 4. Choose the correct word(s).

1. I've done training course on time management. It really improved my **promotion prospects** / **performance**.
2. It can be difficult to **achieve** / **set** your goals if they are too ambitious.
3. Computer shortcuts allow you to **save** / **waste** time.
4. It's important to **meet** / **see** deadlines, so the project isn't delayed.
5. Our boss doesn't **achieve** / **set** goals, so the team doesn't know where it's headed.
6. You should never **give** / **make** negative feedback first.
7. We had **a training** / **an appraisal** to discuss the performance for the year
8. We need to **entertain** / **reinforce** our relationships with the clients.
9. We need to **motivate the employees** / **give the employees feedback** to see better results.
10. My job is 60km away from my home, so I **save** / **spend** a lot of time on the train.
11. We had a **venue** / **budget** of 50.000\$ for the corporate event.
12. My bus never arrives **on** / **in** time.
13. Perhaps you could **take** / **get** a step back from work to deal with your personal issues.
14. At weekends I don't have **enough** / **more** time to see my friends.
15. You should **allow** / **save** yourself a little time to relax every day.

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#### 5. Complete the sentences with a word from the box below.

|                                                                      |
|----------------------------------------------------------------------|
| ago – already – before – ever – for – just – never – since – yet(x2) |
|----------------------------------------------------------------------|

1. It's been a month \_\_\_\_\_ we last had a meal together.
2. We haven't seen each other \_\_\_\_\_ years.
3. I think I've been here \_\_\_\_\_.
4. The accident happened 10 years \_\_\_\_\_.

5. A: Have you tidied your room \_\_\_\_\_? B: No, I'll do it later.
6. Mom, I have \_\_\_\_\_ tidied my room. Can I go out now?
7. I don't want coffee, thanks. I've \_\_\_\_\_ had one.
8. We haven't found a solution \_\_\_\_\_.
9. Have you \_\_\_\_\_ imagined how life would be without having to work?
10. I've \_\_\_\_\_ been to Prague. I'd love to go one day

\_\_\_\_\_/10

## READING

### Office workers admit being rude

MOST office workers say they are rude or **bad-mannered** at work. Two out of three workers **regularly** arrive late for meetings, most ignore emails and three out of four use bad language. In a survey of 1,000 workers, two-thirds say that **pressure** of work is the reason for their bad manners.

Other common examples of bad **office etiquette** include ignoring colleagues and answering mobile phone calls during meetings. Using mobile phones in meetings is impolite and **distracts** others, **research** by the University of Surrey shows. If you respond to a call when speaking to somebody, it means that the phone call is more important than the person, the **survey** said. If you answer a call during a meeting, it could mean that you think the meeting is not important.

Mr. Jacobs, managing director of Office Angels, a recruitment firm, says it is easy for people to forget their manners in the **working environment**, which is often very **informal** and very busy. Workers can forget proper etiquette such as introducing people at meetings, and this is often bad for working relationships.

Psychologist Dr Colin Gill believes that people are not as polite as they were twenty years ago. He said: "**Courtesy** is no longer something that is so much respected in our society". People think it is '**stuffy** to be polite or formal.' Now some organisations are actually **investing money** in training their junior managers to be polite. Office Angels is encouraging people to arrive on time for meetings, turn off mobile phones and **avoid** bad language. "Avoiding bad manners at work is such a simple thing to do," Mr. Jacobs says, "and it can have a dramatic impact on improving your working environment and your relationships with others".

### 1. Answer the questions below:

- 1) What reasons do office workers give for their bad manners?  
\_\_\_\_\_
- 2) Why is it impolite to answer a mobile phone during a meeting?  
\_\_\_\_\_
- 3) Are people today more polite than they were 20 years ago?  
\_\_\_\_\_

4) What are some organisations doing to improve worker's manners?

5) What are the benefits of avoiding bad manners at work?

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**2. Read again and mark the sentences T (true) or F (false).**

- 1) All office workers admit they are rude. \_\_\_\_\_
- 2) Using mobile phones in meetings is impolite and distracting. \_\_\_\_\_
- 3) Fifty percent of people say stress is the reasons for their bad manners. \_\_\_\_\_
- 4) Office Angels are people who encourage you to be polite. \_\_\_\_\_
- 5) If you answer a phone during a meeting, it means the person is not important. \_\_\_\_\_
- 6) Two out of three workers arrive late for meetings. \_\_\_\_\_

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**3. Match the highlighted words with the definitions below (3 highlighted words are extra):**

- 1) prevent (someone) from concentrating on something \_\_\_\_\_
- 2) old fashioned, boring, not friendly \_\_\_\_\_
- 3) having poor behaviour; impolite; discourteous; rude \_\_\_\_\_
- 4) keep away from or stop someone from doing (something) \_\_\_\_\_
- 5) the showing of politeness in one's attitude and behaviour towards others \_\_\_\_\_
- 6) the elements that comprise the setting in which employees work \_\_\_\_\_
- 7) with a constant or definite pattern, especially with the same space between individual items, often \_\_\_\_\_
- 8) investigation into and study of materials and sources in order to establish facts \_\_\_\_\_
- 9) friendly or unofficial style, manner, or nature \_\_\_\_\_
- 10) the use of persuasion or intimidation to make someone do something \_\_\_\_\_

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**LISTENING**

**1.1 Listen to the recording and mark the sentences T (true) or F (false).**

1. Jani is new in the department. \_\_\_\_\_
2. Luciana has short, dark, hair. \_\_\_\_\_
3. The guy on the phone is called Ian. \_\_\_\_\_
4. Maria is responsible for the new orders. \_\_\_\_\_

5. Yuki should write everything down. \_\_\_\_
6. Sebastian works in communications. \_\_\_\_

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**1.2 Listen again and match 1-6 to a-f:**

1. The first people they see \_\_\_\_
2. The woman in the purple dress \_\_\_\_
3. The man in the green shirt \_\_\_\_
4. Maria \_\_\_\_
5. Sebastian \_\_\_\_
6. Yuki \_\_\_\_
- a. do order management.
- b. is the marketing director.
- c. is responsible for information technology systems.
- d. will be working with Yuki
- e. will introduce herself to Sebastian later
- f. can get Yuki email access

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**2. Listen to the recording and choose the correct answer.**

1. The professor says there ...
- a. are lots of questions.
- b. is only one question.
- c. are no questions.
2. Fibonacci was ...
- a. from central England.
- b. the first in a sequence of scientists.
- c. a mathematician.
3. What is the next number in this Fibonacci sequence: 1, 2, 3, 5, ...
- a. 6
- b. 7
- c. 8
4. What does the professor say about Fibonacci numbers?

- a. They are common.
- b. They are uncommon.
- c. They are very difficult to understand.

5. What does the professor promise?

- a. To explain better
- b. To bring examples to next class
- c. To include this in the exam

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