

## Mid-Course TEST 11

## GRAMMAR / VOCABULARY

## 1. Complete with the right form of present simple and present continuous:

1. She \_\_\_\_\_ (have) a bath every evening.
2. My husband \_\_\_\_\_ (always / taste) the food while I'm cooking! It's very annoying.
3. **A:** Where's Luke? **B:** He \_\_\_\_\_ (see) the doctor now.
4. I \_\_\_\_\_ (not / think) that's a good idea.
5. He \_\_\_\_\_ (have) a party at the weekend.
6. This coffee \_\_\_\_\_ (not / taste) right.
7. We \_\_\_\_\_ (see) John and Susie next weekend.
8. What \_\_\_\_\_ (you / think) about the war in Iraq?
9. What \_\_\_\_\_ (you / think) about?
10. It \_\_\_\_\_ (be) cold today.
11. They \_\_\_\_\_ (not / have) a car.
12. I \_\_\_\_\_ (not / see) anything, I can't work the telescope.
13. The waiter \_\_\_\_\_ (taste) the wine now.
14. **A:** How's the cake? **B:** It \_\_\_\_\_ (taste) funny.
15. **A:** What \_\_\_\_\_ (that child / do)? **B:** He \_\_\_\_\_ (be) silly.
16. \_\_\_\_\_ (you / be) hungry? \_\_\_\_\_ (you / want) a sandwich?
17. **A:** What \_\_\_\_\_ (you / do)? **B:** I \_\_\_\_\_ (think) about my holiday.
18. The chef always \_\_\_\_\_ (taste) the food before he serves it.
19. **A:** Julie has been offered a new job. **B:** Is she going to take it? **A:** She \_\_\_\_\_ (not / know). She \_\_\_\_\_ (think) about it.
20. They often \_\_\_\_\_ (see) a film on Fridays.

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## 2. Complete the conversation with the past simple or present perfect:

**Jane:** Hello Samuel, \_\_\_\_\_ you \_\_\_\_\_ (meet) Frank?

**Samuel:** No, I haven't. Nice to meet you. Is this your first time in the US?

**Frank:** I \_\_\_\_\_ (come) here when I was a student, but that \_\_\_\_\_ (be) a long time ago now!

**Jane:** Frank works at our office in Vienna.

**Samuel:** Oh, I'm afraid, I \_\_\_\_\_ (never/be) to Austria, I've heard that the skiing is great.

**Frank:** Yes, our family always spends some of their holidays in the mountains.

**Samuel:** I love skiing. We're planning our next skiing trip at the moment. \_\_\_\_\_ (you/ever/be) skiing in Italy, Frank?

**Frank:** Yes, I have.

**Samuel:** When \_\_\_\_\_ (you/go)?

**Frank:** I \_\_\_\_\_ (go) about 5 years ago, with a group of friends. It \_\_\_\_\_ great there, but if you're going skiing in Europe, you should definitely try Austria. I could show you around.

**Samuel:** That sounds great!

**Jane:** Sorry to stop you there, but we really need to go now Frank. I \_\_\_\_\_ (put) you in the office next to mine.

**Frank:** Sure, let's go. It was nice meeting you, Samuel.

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## 3. Complete with the correct form of Present Perfect Simple or Present Perfect Continuous.

1. He \_\_\_\_\_ (wait) to speak to his boss for an hour.

2. The IT department \_\_\_\_\_ (install) the new software all morning.

3. How long \_\_\_\_\_ (he/be) in charge of the department?

4. I \_\_\_\_\_ (have) my job for a few years now.

5. My team \_\_\_\_\_ (work) on our current projects for months.

6. Because of the security incident, the company \_\_\_\_\_ (check) everyone's security access cards.

7. My sister \_\_\_\_\_ (want) to be a doctor since she was in kindergarten.

8. How long \_\_\_\_\_ (your father/try) to find a job?

9. We \_\_\_\_\_ (have) some problems at work recently.

10. For security reasons, they \_\_\_\_\_ (restrict) the number of employees that have access to confidential information.

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**4. Choose the correct option:**

1. I have **been sitting** / **have sat** in the meeting all day.
2. We've **worked** / **'ve been working** on this project for months.
3. How many times have **you met** / **been meeting** the chief of the department?
4. They **have completed** / **have been completing** the project.
5. She doesn't think she **has understood** / **has been understanding** the instructions.
6. You **have been finishing** / **have finished** the final draft.
7. They **have been developing** / **have developed** a new product and are presenting it at the meeting today.
8. I'm sorry I'm late, **have you been waiting** / **have you waited** for a long time?
9. How long **have you been knowing** / **have you known** Peter?
10. I think **I have liked** / **have been liking** chocolate since I was born

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**5. Complete with the infinitive or the -ing form of the verb in brackets.**

1. \_\_\_\_\_ (fish) used to be my favourite hobby at your age.
2. We talked about \_\_\_\_\_ (travel) together next summer.
3. I remember \_\_\_\_\_ (be) here when I was a child.
4. I think I didn't remember \_\_\_\_\_ (lock) the door when we left.
5. If she doesn't answer, try \_\_\_\_\_ (call) her mobile.
6. I tried to \_\_\_\_\_ (keep) my eyes open, but I eventually fell asleep.
7. My mum doesn't let me \_\_\_\_\_ (come) with you.
8. Your hair needs \_\_\_\_\_ (cut). It's too long.
9. I'd prefer \_\_\_\_\_ (take) my own car if you don't mind.
10. They had trouble \_\_\_\_\_ (find) our house.
11. I'll never forget \_\_\_\_\_ (talk) to your mother for the first time.
12. They seem \_\_\_\_\_ (be) in a good mood.
13. We managed \_\_\_\_\_ (climb) up the hill.
14. She reminded him \_\_\_\_\_ (do) his homework.
15. He's planning \_\_\_\_\_ (travel) to New York.

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**6. Complete the text with the best option a, b or c:**

Many companies use the internet nowadays to 1 \_\_\_\_\_ goods and services to customers 2 \_\_\_\_\_. Some companies maintain huge 3 \_\_\_\_\_ of customer information. Nowadays, different organisations collect so much 4 \_\_\_\_\_ about us, it is difficult to have any 5 \_\_\_\_\_. We need new 6 \_\_\_\_\_ to control the way we use the internet. For example, can we accept the activities of online 7 \_\_\_\_\_ who try to sell goods by sending out lots of emails that people don't want? Is it OK for companies to monitor web-browsing 8 \_\_\_\_\_ for example? When someone changes jobs, should one company pass on their personal 9 \_\_\_\_\_ to the new employer?

1. a) give    b) manufacture    c) offer
2. a) online    b) offline    c) on sale
3. a) databases    b) collections    c) stores
4. a) source    b) data    c) research
5. a) status    b) productivity    c) privacy
6. a) rules    b) rulers    c) rudeness
7. a) retailers    b) researchers    c) reporters
8. a) facts    b) customs    c) habits
9. a) records    b) reviews    c) videos

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**7. Match the words in the box with the definitions below. There is one word you don't need.**

Resources, schedule, skills, allocate, delegate, overspend, task, progress, flexitime, budget, update, deadline, teamwork;

1. something available to exploit and use \_\_\_\_\_
2. timetable of activities \_\_\_\_\_
3. news on how something is progressing \_\_\_\_\_
4. money spending plan \_\_\_\_\_
5. the last day for finishing a piece of work or project \_\_\_\_\_
6. working together \_\_\_\_\_
7. practical abilities \_\_\_\_\_
8. entrust (a task or responsibility) to another person, typically one who is less senior than oneself \_\_\_\_\_
9. use (money) in excess \_\_\_\_\_
10. a system of working a set number of hours with the starting and finishing times chosen within agreed limits by the employee \_\_\_\_\_
11. develop towards an improved or more advanced condition \_\_\_\_\_
12. distribute (resources or duties) for a particular purpose \_\_\_\_\_

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## READING:

### **Why is leisure time important?**

When was the last time you took advantage of your free time? I understand, life is busy. Even when you're not working, there's always something that needs to be done. Taking anytime for yourself feels lazy to some people. But while staying busy is important, so is leisure time. It doesn't need to be a lot of time – even a few hours here and there can really help. If you're not allowing yourself some time to relax and reflect, you could be doing yourself a big disservice. Have a look at some of the reasons the occasional leisure time is so important.

### **Makes you more productive.**

To some professionals, the thought of stopping their work to be more productive will sound insane. I know that I always have more than enough work to occupy my time, and it can be hard to convince yourself you should take a time-out. But when we're taking on too much, we often become slower in the work, we make more mistakes and it ends up costing us more time in the end. Stepping back from work helps us to clear our minds and can actually improve our problem solving. You can return to work refreshed and ready to accomplish more.

### **Reduces stress.**

Most of us experience some amount of stress in our jobs. It's unpleasant but if we can manage it, then we often learn to live with it effectively. The problems come when you overwhelm yourself with work and don't allow yourself the time to manage your stress. Engaging in a leisure activity has been shown to act as a stress relief. Research shows that people who step away from work on the weekends do experience less stress than those who continue working even on days off. Give yourself time away from these situations so you can better learn to deal with them.

### **Improves your mood.**

Much like with stress, some occasional leisure time has been shown to improve people's moods. The demands of work and issues you run into on the job can be frustrating. It's hard to escape that frustrated feeling if you never allow yourself an opportunity to step outside that atmosphere. Sometimes, a little time away from a frustrating situation can give you clarity and help you overcome the problem.

### **Helps you achieve work-life balance.**

Despite what some think, it is possible to achieve a balance between working and taking time for yourself. Work-life balance is a growing priority for many professionals – especially those entering the so-called “retirement years”. But in order to achieve that, one needs to know where to separate the two. Taking your leisure time seriously allows you to establish those rules and structure between when you are working and when you are not.

### **Keeps you active.**

Boomers are an active group and seem very cautious about becoming “lazy”. But allowing yourself time to relax doesn't mean you have to be inactive. In fact, the opposite is often true. When we are consumed by work, we often neglect being physically active. You can use your free-time, however, for hiking, bike riding, sports or any of the activities you don't normally have time for. This time away from work affords you the opportunities to get out and get moving.

It's good to be proud of your work ethic, but keep in mind that leisure time is something to be embraced, not ignored.

**1. Read the text and answer the questions:**

1) What are the benefits of taking time off?

\_\_\_\_\_

2) Why is leisure time important?

\_\_\_\_\_

3) How do we achieve work-life balance?

\_\_\_\_\_

4) How does taking time off improve our mood?

\_\_\_\_\_

5) What happens if you're not taking time for yourself?

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**2. Read the text again and mark the sentences true or false:**

To many professionals, the thought of stopping their work to be more productive is insane. \_\_\_\_\_

Doing leisure activities helps in relieving stress. \_\_\_\_\_

In order to achieve work-life balance you need to know where to draw the line. \_\_\_\_\_

Allowing yourself time to relax means you are inactive. \_\_\_\_\_

People who work at the weekend experience less stress. \_\_\_\_\_

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**LISTENING:**

**1. Listen to a radio interview about maintaining a good work–life balance and choose the correct option:**

1. How popular is Chris Svensson's book? \_\_\_\_\_

a. Not very popular

b. Very popular

c. It's new. People don't know it yet.

2. What is the work–life balance like in traditional workplaces? \_\_\_\_\_

a. Work lives and private lives are clearly divided.

b. People work too much overtime and so they have no private life.

c. People are free to manage the balance themselves.

3. How often do people do overtime? \_\_\_\_\_

- a. Often
- b. Sometimes
- c. They don't.

4. In traditional workplaces, do people work at weekends or when on holiday? \_\_\_\_\_

- a. Yes, it's normal.
- b. No, never.
- c. Usually, they don't.

5. How has technology helped people work with more flexibility? \_\_\_\_\_

- a. They can send and receive emails from their phones from home.
- b. Their working hours can be easily tracked.
- c. Robots can do their work for them.

6. Traditional divisions between work and life are fading. What does this mean for employees? \_\_\_\_\_

- a. Everyone has to do overtime, all the time.
- b. People have to work while they're on holiday.
- c. They can be flexible to work when and where it suits them.

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**2. Listen again and mark the sentences with M if the sentences refer to modern workplaces and T if they refer to traditional workplaces.**

Hobbies and sports in the evening or at weekends \_\_\_\_\_

Fixed working hours \_\_\_\_\_

Hobbies and sports can be done at other times, also during the day \_\_\_\_\_

Possible to work weekends or while on holiday \_\_\_\_\_

No working at weekends or on holiday \_\_\_\_\_

Flexible working hours \_\_\_\_\_

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