

UNIT 1 TEST

Communication



SECTION 1: COMMUNICATION IDIOMS & EXPRESSIONS

Complete the sentences using the correct idiom from the box below. Change verb forms where necessary.

actions speak louder than words | be on the same wavelength | get a word in edgewise | get straight to the point | have a quick word | hear it on the grapevine | think before you speak

1. Please don't beat around the bush; just _____ so we can solve this issue quickly.
2. Sarah talks so continuously during meetings that nobody else can _____.
3. I _____ that the manager is planning to restructure our department next month.
1. We worked together on the project so smoothly because we were completely _____.
2. Before making an angry comment in a meeting, it is always wise to _____.
3. He keeps promising to improve his behavior, but _____.
4. Could I _____ with you in private before the seminar starts?

SECTION 2: COMMUNICATION VERBS & COLLOCATIONS

Choose the correct verb to complete each sentence

1. She (said / told / spoke / talked) her colleague that the meeting had been rescheduled.
2. During the conference, the keynote speaker (said / told / spoke / talked) about cultural differences in non-verbal communication.
3. He (said / told / spoke / talked) that he would send the report by the end of the day.
4. Stop (saying / telling / speaking / talking) nonsense and focus on the main topic.
5. I had to _____ (congratulate / demand) him on winning the speech contest; his performance was outstanding.
6. Please don't _____ (interrupt / persuade) while someone else is presenting to the group.
7. The career counselor tried to _____ (persuade / whisper) the student to stay in university and finish his degree.
8. Because the library was silent, she had to _____ (advise / whisper) the message in my ear.
9. The unhappy customers began to _____ (congratulate / demand) a full refund for the cancelled event.

SECTION 3: GRAMMAR – PERFECT ASPECT & CONTINUOUS TENSES

Complete the sentences using the correct tense form

1. By the time I arrived at the café to discuss our problem, he _____ (already / leave).
2. More and more professionals _____ (take) communication courses recently to boost their confidence.
3. By 6:00 pm tomorrow evening, the delivery _____ (arrive) at the Student Advice Centre.
4. Tannen _____ (write) several influential books on language and gender stereotypes over her career.
5. I _____ (work) in London for two months until the new branch opens in Paris.
6. When my colleague arrived at the office, we _____ (have) an important discussion with the client.
7. Stress in the workplace _____ (increase) dramatically these days due to public speaking pressure.
8. As a rule, I _____ (walk) to work, but this week I (take / am taking) the bus because of the rain.

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SECTION 4: FUNCTIONAL LANGUAGE – PROBLEMS & SOLUTIONS

Complete the dialogue using the functional phrases

Person A: "My flatmate never does his share of cleaning, and the apartment is always untidy."

Person B: "1. _____ he doesn't realize how much it bothers you."

Person A: "2. _____ whenever I try to bring it up, he gets defensive."

Person B: "3. _____ set up a weekly cleaning schedule together."

Person A: "4. _____ I'll propose that at our next house meeting."

SECTION 5: WRITING TASK

Choose ONE of the prompts below and write a well-structured response (120–150 words).

Option A (Opinion Paragraph): Do you agree with the stereotype that men and women have fundamentally different communication styles (e.g., that women talk more or men struggle to listen)? Express your opinion using at least two communication idioms and two trend collocations (e.g., change rapidly, behave differently).

Option B (Problem-Solution Email): Write an email to the Student Advice Centre regarding a communication issue with a flatmate or classmate. Outline the problem clearly, suggest a potential solution, and ask for their advice using functional phrases from Section 4.