Progress test (Units 3–4)

Section 1: Vocabulary

1 **Complete these sentences. Use one or two words in each gap.**

1 We use a(n) _____ to access the internet.
2 Please speak into the _____ so that we can record your voice. Thanks!
3 We have some standard plans or, if you give us your specifications, we can _____ our service just for you!
4 Company employees must use the standard company _____ at the end of all emails.
5 Use the 'Sum' function to _____ a set of numbers in a row or a column, to find the total.
6 The primary key in a table must be _____ – no other record in the same table should have the same value.
7 You can store all our data on the office NAS (Network _____ _____).
8 Could you _____ the logs? I think there might be a problem.

- add (up)
- unique
- headset/ microphone
- check
- browser
- attached storage
- customise
- signature

Section 2: Language

2 **Put these words in the correct order to make sentences and questions.**

1 after / because / holiday / I'm / is / looking / manager / my / office / on / the
_____

2 is / Mary / manages / network / our / person / the / who
_____

3 a / can / database, / find / if / information / quickly / use / you / you
_____

4 check / find / you / if / log, / problem / the / the / you'll
_____

5 in / morning / room /server / the / this / were / you / ?
_____

6 a / access / network / by / can / internet / private / secure / the / using / virtual / we
_____

7 after / call / can / computer / me / off / switching / the / you / ?
_____

8 I / called / when / installing / network / the / was / you
_____

Section 3: Listening

3 ▶ 19 **Listen to a database administrator talking to a trainee. Are these sentences TRUE or FALSE?**

1. The speaker is describing the customer database. _____
2. The database doesn't have any forms yet. _____
3. The first table mentioned is for client companies. _____
4. Customer ID is the primary key in the first table. _____
5. The next table is for invoices. _____
6. The form mentioned is for adding a new order. _____
7. No reports are ready yet. _____

4   **Read the advertisement and answer these questions.**

1   Is the company selling to consumers or companies?
_____

2   Are the devices standard?
_____

3   How can the devices help new drivers or drivers who get lost? (2 answers)
_____
_____

4   If a customer has a problem, how can the company's devices help?
_____

5   When a driver delivers something, what does the customer do with the device?
_____

6   How will a company that uses these devices save money? (2 answers)
_____
_____

Make your delivery drivers more efficient!

Our mobile devices are changing the way many companies work – and yours could be the next! We can customise devices to your needs and help your workers operate much better. Here are some of the advantages:

- With built-in GPS, you will always know where your delivery drivers are. Our software helps you to check that they are doing their job.

- Maps that can be shown on the screen, together with GPS, mean that your drivers will never get lost again! Our clients tell us that there are no more late deliveries!

- Our devices allow two-way communication. So, if a situation changes while your drivers are on the road, they can report any problems to you straight away and you can send them information if, for example, a package needs to go to a different address.

- When customers receive a parcel, they can sign for their deliveries electronically by using the devices. This means much more efficient administration and keeping costs down.

- Our devices make it much easier to keep records electronically – this saves a lot of money!