

B2 Progress Test

1. VOCABULARY

Complete these sentences with words from the list.

immediate	efficient	time-saving	accurate	up-to-date
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- 1 How _____ is this data? It seems to be for last month.
- 2 Can you give me an _____ reply on this, as I need to know straight away?
- 3 These figures don't seem to be _____. I've found at least two mistakes.
- 4 The engine on my new car is so _____. It does more miles than my last one with the same amount of petrol.
- 5 These new _____ procedures have really reduced the hours everyone spends on paperwork.

Match 6-10 to a-e.

- 6 Consultants help ... _____
 - 7 Call centres make it easier ... _____
 - 8 Search engines let ... _____
 - 9 Using a laptop allows ... _____
 - 10 Financial advisors help ... _____
- a for us to handle large numbers of enquiries.
b staff to keep working while on the move.
c us find information at the click of a button.
d us to deal with our tax payments.
e organizations to improve the way they operate.

2. READING

To: James Forrester

Date: 6 November

Subject: Possible help with product design

Dear James,

As you know, we have been working on the new perfume that we are launching in April and we are unsure about some of the packaging details. We have seen some of your creative work in the sales department and we think you have a very good eye for detail.

Do you have some time before close of business this Friday to sit down with us and talk through some of our designs? We would truly appreciate your advice on this. It shouldn't take longer than two hours of your time and we would be happy to clear it with Patricia, your department head, if necessary.

Best regards,

Sarah Ford

Head of Department

Product Design

Task 1: Choose the best answer.

1. What department does James work for?

- Marketing
- Product Design
- Sales
- Research and Development

2. Which department is working on the new perfume?

- Marketing
- Product Design
- Sales
- Research and Development

3. What is happening in April?

- The company will introduce the new perfume to the public.
- The product design department will finish their design of the new perfume.
- The sales department will stop selling perfume.
- The marketing department will design advertisements for the new perfume.

4. What is Sarah requesting?

- For James to design the perfume.
- For James to have a meeting with the product design department to help them with the packaging of the perfume.
- For James to ask Patricia for permission to sell the perfume.
- For James to move to the product design department.

5. Who is the head of the sales department?

- James
- Sarah
- April
- Patricia

6. When would Sarah like to sit down with James?

- Today
- Some time next week
- Any time between today and the end of Friday
- This weekend

Task 2: Write a number (1–6) to put the events in the order they are mentioned.

James has a meeting with Sarah and her team. _____

The product design department starts work on the design of the new perfume.

Sarah asks Patricia for permission to use James. _____

The product design department introduces the new perfume to the public. _____

Sarah and her team finalise the details of the packaging for the new perfume. _____

Sarah writes an email to James asking for help. _____

3. LISTENING

Listen to a radio interview about maintaining a good work–life balance and choose the best answer.

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.

4. WRITING

Write a letter of complaint to a store where you purchased a faulty new phone. In your letter explain the following:

- where and when you purchased the phone
- what is wrong with it
- what action you would like the store to take