

Unit 2 Progress test

Complete sentences 1–7 with the words from the list.

stay stand (x2) come propel keep get

- 1 You have to _____ up for your beliefs.
- 2 He's trying to _____ himself forward in his job, but I don't think the boss is impressed with his work.
- 3 I'm ready to _____ out there and sell the new product.
- 4 We'll need to improve our career development if we want to _____ ahead of the competition.
- 5 Have you _____ up with any new recruitment ideas?
- 6 If you want to be promoted, you have to _____ in with the right people.
- 7 It's difficult to _____ up to somebody if they are in a superior position in the company.

Replace the words in **bold** in 8–13 with a similar word.

- 8 My brother works for the family business, but I didn't want to follow such a **standard** path. c _____
- 9 She decided to move **laterally** to get away from a difficult boss. h _____
- 10 It's taken me about a year to **progress** into my role. g _____
- 11 He's reached the **point** where he just has to move on. s _____
- 12 It's time to look for another job to **extend** my horizons. b _____
- 13 After he moved to the subsidiary he felt he'd taken a step **behind**. b _____

Complete the missing words 14–22 in the conversation.

- A So, let's get ¹⁴s_____. The purpose of today's meeting is to discuss ways of improving our performance evaluations. Philippa, would you like to ¹⁵t_____ us through your findings?
- B Yes, sure. Now, I know not all of you are ¹⁶k_____ on this idea, but what's clear is that many of our line managers need further training.
- C Sorry, can I just ¹⁷c_____ in here? ¹⁸W_____ this be the right time to talk about the management course we ran earlier this year?
- A Can I suggest we ¹⁹c_____ back to that when Philippa's finished? Philippa, go ²⁰a_____.
- B Thanks, David. The best course I've found was a weekend course, and I was ²¹w_____ if our line managers would be prepared to give up one Saturday some time in the next three months. I'll ²²g_____ on to the details of the course in a moment, but could you answer that question first?

Complete sentences 23–30 with the correct form of the verbs in brackets.

- 23 If only I _____ (be) there to see his face when they told him about the crisis in Paris!
- 24 What do you think _____ (happen) if we hadn't made that decision?
- 25 I'm so glad we _____ (have) time to discuss recruitment at yesterday's meeting.
- 26 If they _____ (think) about it earlier, we wouldn't have had that problem.
- 27 It _____ (might / be) better if you hadn't paid them in advance, but maybe it wouldn't have made a difference to the quality of the work anyway.
- 28 The directors _____ (should / not / react) like that. The bad publicity the company received did a lot of damage to its reputation.
- 29 The training course went very well in the end. It's just as well we _____ (not / cancel) it.
- 30 Suppose you _____ (go) ahead with the plan, we'd probably have gone bankrupt.

Result _____ / 30 marks

Unit 2 Speaking test

Role cards

Copy this page and cut out the role cards for the students. Then use the *Speaking test results* forms to evaluate each student's performance. You can then cut out the results and give them to the students.

cut along this line

Student A

Your company is not as efficient as its competitors and you are losing business to them. You are in a meeting with another senior manager to discuss the problem.

- Start the discussion. State the problem and its consequences. (The company is not efficient. Orders are processed slowly and often arrive late to the customer.)
- Invite your colleague to talk through his/her ideas.
- Put forward some ideas which may be unpopular. (You want to set up a checking system for orders and stricter deadlines. You do not want to employ new staff as this is expensive.)
- Interrupt your partner. Respond with reservations. (Increasing salaries would be too expensive. A bonus would be better.)

Student B

Your company is not as efficient as its competitors and you are losing business to them. You are a senior manager. Meet another senior manager to discuss the problem.

- Student A will start. Interrupt and ask for details of the problem.
- Listen to the details and respond with reservations. Then put forward some ideas under consideration. (Staff are overworked. There aren't enough employees to handle the volume of orders. Staff are not motivated as pay is low.)
- Ask for permission to give your ideas. (New staff could be employed instead of increasing workload. Increasing salaries and benefits would boost morale and solve the problem.)
- Deal with the interruption. Give your opinion and decide on future action.

Unit 2 Speaking test results

Use these forms to evaluate the students.

cut along this line

Student A Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
manage the discussion			
involve his / her colleague			
ask for / give permission to speak			
put forward an unpopular idea / an idea for consideration			
express reservations			

Result _____ / 10 marks

Student B Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
manage the discussion			
involve his / her colleague			
ask for / give permission to speak			
put forward an unpopular idea / an idea for consideration			
express reservations			

Result _____ / 10 marks