Unit 5 Progress test

Complete sentences 1–6 with the words from the list. Change the form of the verb where necessary. (2 points per sentence)

express analyse communicate view work tread clearly logically effectively closely positively carefully

1 He is not a good manager. He doesn't _____ his ideas very _____.

2 The presentation wasn't very good – I really didn't understand what he was going on about. He seems incapable of _____ himself _____.

3 This is an excellent report. I think you've _____ the situation _____, focusing on the actual problems in the department.

4 You need to _____ quite _____ with John this morning. He's had some bad news from Head Office, so he's not in a good mood.

5 We've got subsidiaries all over the world. We have to make sure we offer the same style of service so we _____ very _____ with all our counterparts.

6 He's a hard worker, but he isn't always _____ very _____ by the team because he tends to be pushy when the senior managers are around.

Complete sentences 7–11 with the missing preposition.

7 Coping _____ a full-time job and a family can sometimes be stressful.

8 You should steer clear _____ any confrontation at this stage. It won't help.

9 If you had paid closer attention _____ what he said, you'd understand how the new software works.

10 The sales team are thriving _____ the challenge of tough targets again this quarter. Early results are very promising.

11 There are five presentations this afternoon, so it's important you don't deviate _____ the schedule.

Complete the missing words 12–19 in the conversation.

A Can I just make sure I've [12]u_____ this correctly? You sent the invoice for McLaren to Linux and the invoice for Linux to McLaren?

B Yes, but it was the temporary secretary's fault.

A Look, you're entitled to your opinion, but let's try not to get [13]p_____ here. How do you propose we [14]d_____ with this issue now? I don't know if you're [15]a_____, but McLaren pay thirty per cent more than Linux for the same services!

B Well, [16]w_____ it help if I called Linux and McLaren and just asked them to send back the invoices without opening them?

A Look, can we try and [17]a_____ anything that makes us look unprofessional. That's the real [18]i_____ here.

B Well, I'm often in contact with the receptionists from both companies. I'm [19]p_____ to call them, explain we've sent them some confidential documents by mistake and offer to go and pick them up.

Rewrite sentences 20–24 using the words in brackets to add emphasis.

Example: The people in the marketing department are the ones that make the most noise. (it's)

It's the people in the marketing department who make the most noise.

20 Why did they get rid of Tom? He was a very valuable team member. (what I'd really like to know)

_____

21 The new finance manager has stopped all new recruitment and there's talk of redundancies. (not only …, but also …)

_____

22 We're a successful team because we get on so well together. (the reason)

_____

23 We have to finish this project before Friday, so we're all working overtime at the moment. (which is why)

_____

24 The financial data for this quarter is a real worry. (what)

_____

Result _____/ 30 marks

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Role cards

Copy this page and cut out the role cards for the students. Students should do both role-plays. 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.

Role-play 1

cut along this line

Student A

You are overseeing a project and you've been having problems with your designer (Student B) and have arranged a meeting to discuss this. Your concerns are:

- one team member (John) has said that designs are often late and are not of a good standard
- John also says that Student B doesn't seem interested in the project at all and that he/she doesn't always turn up for important update meetings

During the meeting:

- express your first concern diplomatically
- express your second concern more directly
- respond to B's offer and finish the meeting appropriately

Student B

You're the designer on a project and you're having problems with a team member (John). Your team leader (Student A) has arranged a meeting to discuss this. During the meeting:

- listen and disagree – John is disorganized. There have been a lot of last-minute changes to the designs
- listen to the second point and offer a compromise – you've been away a lot, but you'll arrange to meet John for an update if he makes a decision about the design

Role-play 2

cut along this line

Student A

You're having problems with a team member (Brad). Your team leader (Student B) has arranged a meeting to discuss this. During the meeting:

- listen and disagree – Brad is always interrupting you in meetings and he has too many impractical ideas
- listen to the second point and offer a compromise – you'll reconsider his ideas if he stops interrupting you

Student B

You're a team leader. Two people in your team (Student A and Brad) don't get on. You have arranged a meeting with Student A to discuss this. Your concerns are:

- Student A and Brad are always arguing – bad for morale. Brad says Student A never takes his ideas on board
- Student A has been in the company far longer than Brad so he/she has to resolve the problem

During the meeting:

- express your first concern diplomatically
- express your second concern more directly
- respond to A's offer and finish the meeting

Unit 5 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)
express concerns diplomatically			
express concerns directly			
disagree			
offer a compromise			
finish a meeting appropriately			

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)
express concerns diplomatically			
express concerns directly			
disagree			
offer a compromise			
finish a meeting appropriately			

Result _____ / 10 marks

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