

Unit 7 Progress test

Choose the correct words in *italics* in 1–5.

- 1 Can you bring your *personal development plan / performance management* so that we can review your targets and objectives for next year?
- 2 We have to ensure that we all have a *structural change / shared vision*, otherwise we won't all be focused on achieving the company goals.
- 3 Due to the serious *skills deficit / structural change*, we'll be introducing extensive in-house training.
- 4 When the company was taken over, there was a complete *collective aspiration / paradigm shift*. Many employees have found the new ethos of the company difficult to adjust to.
- 5 In order to encourage real *employee participation / shared vision* the management have created discussion forums and set up more open managerial practices.

Complete 6–13 in the conversation with phrases a–h. Write the letters in the spaces.

- a have you heard
- b run it by me again
- c spell out
- d it's a bit off-topic
- e you're saying
- f do you mean that
- g by the way
- h what was the name

- A I didn't quite follow. Could you ⁶___?
- B Well, I was thinking we could send two or three members of staff abroad.
- A So ⁷___ that we send them to the UK to do a language course?
- B Well, yes. Or Ireland. For a month or so.
- A ⁸___ we'll just pay for the courses and let them go?
- B I don't see why not – if we choose the right time.
- A Could you ⁹___ some of the details?
- B Well, they do three months training here, and then go abroad. Then they come back and continue as before. Academy International in Dublin has a great reputation.
- A Sorry, ¹⁰___ again?
- B Academy International.
- A Didn't Sue go on one of their courses? Oh, ¹¹___, have you heard that she's thinking of applying for Fran's job and ... actually it doesn't matter – ¹²___ right now.
- B That reminds me – ¹³___ that Fran was actually forced to retire early?

Look at the examples of 'future in the past' in 14–17. Which one expresses ...?

- an arrangement _____
 - an excuse _____
 - a promise _____
 - an obligation _____
- 14 **I was going to write** the sales report but I couldn't access the data on the system.
- 15 Petra **assured me that the figures would be** on your desk this morning.
- 16 **I was going to** Paris for the conference, but the flights were cancelled due to the weather.
- 17 **They were supposed to be** ready for the 12th and now the manufacturers have just called and told me it'll be the 20th.

Rewrite sentences 18–21 with a tense expressing 'the future in the past', using the information in brackets. (2 points per sentence)

- 18 I'm supposed to meet the visitors from Germany at the airport this afternoon. (Harry went in my place)
- _____
- 19 Elke has joined the team and I think she'll be a great addition. (Elke is very lazy and hasn't fitted into the team)
- _____
- 20 I'm going to finish the report before I leave the office today. (couldn't finish it – had a long phone call)
- _____
- 21 The company intends to review the pay scale in June. (no review due to bad financial results)
- _____

Complete the missing words in sentences 22–26.

- 22 This workshop is not the best u_____ of my time.
- 23 The noise in this office is doing my h_____ in.
- 24 She hasn't lived up to e_____ so far.
- 25 I have to leave. I've just about reached my l_____.
- 26 This leaflet is not up to s_____. We need a redesign.

Result _____ / 30 marks

Unit 7 Speaking test

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

Student A

You are the training manager at the Montenegro branch of an international company. Call your colleague in London to suggest a presentation skills course for your staff.

- two-day course
- in May or June (date to be finalized by Friday next week)
- 12 participants (could push this to 15)
- use hotel conference rooms in town – good rates offered
- When asked, recommend a wonderful hotel in Kotor on the coast for their next trip and offer to send details.

Student B

You work in HR at Head Office in London. The training manager from the Montenegro office calls to discuss a possible presentation skills course for his/her staff. During the conversation:

- check the facts
- check that you've understood everything
- ask for clarification if necessary
- digress
- resume the topic and end the meeting

Role-play 2

Student A

You work for an international company in Zurich. Your colleague organizes team-building weekends. They call to tell you about a new venue. During the conversation:

- check the facts
- check that you've understood everything
- ask for clarification if necessary
- digress
- resume the topic and end the meeting

Student B

You organize team-building weekends for an international company in Zurich. Call your colleague to suggest the Bernese Alps as the venue for the next event.

- weekends between November and March
- activities (e.g. Nordic walking) plus corporate training
- accommodation in chalets – max 45 people
- full board, instructor fees, and all activities included
- When asked, recommend a traditional Swiss restaurant in Zurich and offer to send a link to the website.

Unit 7 Speaking test results

Use these forms to evaluate the students.

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)
check facts			
check understanding			
ask for clarification			
digress			
resume the topic and end the meeting			

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)
check facts			
check understanding			
ask for clarification			
digress			
resume the topic and end the meeting			

Result _____ / 10 marks