

Unit 9 Progress test

Complete the missing words in sentences 1–4.

- 1 Today's industries are often accused of using up the earth's n_____ r_____ too intensively.
- 2 The c_____ s_____ f_____ for this project was increased investment in local communities.
- 3 Developing economies are becoming more aware of the importance of s_____ d_____ industries like tourism.
- 4 Unfortunately every year the list of e_____ s_____ grows longer. Rhinos and snow leopards are now near to extinction.

Complete sentences 5–9 with the phrases from the list.

quantifiable data *drain on resources* *knowledge base*
track record *return on investment*

- 5 That supplier doesn't have a very good _____ for this kind of work. They often don't deliver on time.
- 6 I'm sorry, but I need more _____ – your proposal doesn't include any actual figures.
- 7 We've hardly started this project, but already it's proving very expensive – it's a real _____.
- 8 I'm afraid I'm not prepared to put up the money for this unless there's going to be a decent _____.
- 9 We don't need to outsource this. The _____ we have within the company is more than sufficient.

Complete sentences 10–16 with words from the list.

points *consensus* *picture* *perspective*
position *strategy* *viability*

- 10 So the general _____ is that we should go ahead?
- 11 We need to look at this from a long-term _____.
- 12 It's all fine, but we need to look at the bigger _____.
- 13 Are there any other _____ we need to consider?
- 14 Yes, but we need to bear in mind the long-term _____ of all this. Will it still be working ten years from now?
- 15 Look, we can't give up now. We're in a really strong _____. I really think we could win this tender.
- 16 We need a clear _____ to move the business forward.

Complete sentences 17–24 using the words in brackets.

- 17 If we'd thought about this before, we _____ (not / experience) so many problems now.
- 18 You'll be able to finalize the plans by the weekend if you _____ (set up) a meeting for Thursday.
- 19 If we could use the same contractors as last time, then it _____ (be) easy to get started.
- 20 _____ (provide / we / do) the interviewing in pairs, it shouldn't take more than two afternoons.
- 21 Had I known the system would be out of date within a year, I _____ (not / invest) so much in it.
- 22 Unless he _____ (become) more professional since I last saw him, we won't get a reply.
- 23 If we _____ (not / already / spend) all the budget, we'd have the funds to put an advert on social media.
- 24 Well, if we targeted school-leavers, we _____ (be able to) focus far more on technical skills.

Put the words in *italics* in the correct order to complete sentences 25–30.

- 25 No, not three thousand. Three hundred! *didn't* / *sorry* / *clear* / *if* / *I* / *that* / *make*.

- 26 Actually, *lines* / *of* / *was* / *I* / *more* / *the* / *thinking* / *along* employing staff locally to do the job.

- 27 *meant* / *I* / *was* / *what* / *that* we should outsource IT.

- 28 No, *I'm* / *not* / *what* / *exactly* / *that's* / *saying*.

- 29 Send half a dozen staff members to Belgium? *meant* / *what* / *that's* / *really* / *not* / *I*.

- 30 *actually* / *wanted* / *say* / *I* / *was* / *what* / *to* that we've already got the green light on this project.

Result _____ / 30 marks

Unit 9 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

..... cut along this line

Student A

You are a senior manager. Your business is going well, but because of staff increases, space in your city centre offices is limited. Parking is becoming impossible.

- Tell a staff member (Student B) about the problem.
- Explain why it's important to act.
- Present, discuss and evaluate each option.
- Reach an agreement.

Options

- Move to offices in the 'Garden City' area, 12 km from town – shopping and sports centre nearby, good transport connections, lots of green areas.
- Outsource IT to Malta – technical and English language skills are high there, and staff are cheaper.

Student B

Your manager (Student A) will tell you about options for solving current workspace problems.

- Listen to the strategy and options.
- Discuss and evaluate the options (you live near the town centre, you have friends in IT).
- Reach an agreement.

Role-play 2

..... cut along this line

Student A

You work in a restaurant. Your manager (Student B) will tell you about the current situation.

- Listen to the explanation and options.
- Discuss and evaluate the options (you see good food as essential for everyone and you love gardening).
- Reach an agreement.

Student B

You are the manager of a restaurant. Due to rising oil and food prices worldwide, the prices of many of your imported supplies have increased dramatically.

- Tell a staff member (Student A) about the problem.
- Explain why it's important to act.
- Present, discuss and evaluate each option.
- Reach an agreement.

Options

- Reduce importing, and use much more fresh local produce.
- Put up prices – focus on re-branding to attract clientele with more money.

Unit 9 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)
set the context of a problem			
explain options			
discuss options			
evaluate options			
reach agreement			

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)
set the context of a problem			
explain options			
discuss options			
evaluate options			
reach agreement			

Result _____ / 10 marks