9 | Progress test

SURNAME NAME GROUP

Working with words

Choose the correct answer from the words in *italics*.

1 They're offering people over 55 the chance to take early *retirement / redundancy.*
2 They've asked me to move to Sales, but it seems like a *transferable / sideways* move.
3 Many women in my position reach a *corporate / glass* ceiling and can't go any further.
4 If I take this course, it's a quick way to *update / train* my computer skills.
5 It's only a temporary *secondment / relocation* for six months while a colleague goes on maternity leave.
6 1,300 workers have been *laid off / unemployed* from a factory in Marseille.
7 To *appoint / retain* our key staff, it may be necessary to offer additional incentives.
8 We found that bringing in flexitime reduced staff *development / turnover* and in fact increased applications from skilled people.
9 Many employees prefer plenty of job *mobility / vacancy* to staying in one place for the whole of their career.
10 In order to get *in / on* in life, it's who you know, not what you know.

Business communication skills

Complete this negotiation with phrases a-k. Write the letters in the spaces.

a One option would be to
b The areas we need to
c you guaranteed
d If I
e What we need to decide
f it just wouldn't work
g Let's look at
h what I propose is
i That sounds like
j I'm happy
k supposing

A [11]___ on today is what to include in the repatriation package. [12]___ discuss are salaries, education for children and the request for loans to buy houses. [13]___ what our options are. [14]___ offer a basic package to everyone.

B Sorry, but [15]___ if we offered everyone the same. For example, you have some people with no children and some with five. Then you have people already with a house and those with nowhere to live when they get back.

A Well, [16]___ we gave everyone the same salary rise as a percentage?

B That's a good start. And then [17]___ that we take each person case-by-case. So if [18]___ equal pay rises, I think they'd let you bargain more easily with other incentives.

A Good. [19]___ a plan. So, a recap. [20]___ look at realistic figures for the rise, you'll spend some time looking at each individual's needs. OK?

B [21]___ with that. I can even talk to each of them by phone before the official meeting …

Language at work

Complete these sentences with the correct form of the verbs in brackets to make frst or second conditionals.

22 If I ask Lisa, you _____ (ask) Tish.
23 But if I _____ (give) you my best people, who would I have left?
24 We _____ (not / have) a high turnover, if we paid a decent salary.
25 If we decide before Friday, then everyone _____ (know) by Monday.
26 What _____ (you / offer) if I could pay you in cash?

Choose the correct answer from the words in *italics*.

27 I won't do anything *supposing that / unless* everyone wants me to.
28 *In case / As long as* you keep quiet about your deal, no one else will ask about a remuneration package.
29 *Provided that / Unless* I have use of IT support all next week, there'll be no problems with installing the new software.
30 *Supposing / In case* we stretch the budget, then we can take on a trainee.

Result _____ / 30 marks

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LIVEWORKSHEETS