

## Unit test 1

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Answer all the questions. There is one mark per question.

### LANGUAGE REVIEW

Complete the e-mail with the words in the box.

deeply	early	however	definitely	pretty	hard	utterly	frankly	very
much								

To: Jo Hills

From: Marketing Executive

Subject: Conference presentation

I know you're on a business trip later this week so can't be at the meeting on Friday when we will (1) \_\_\_\_\_ be choosing the key speaker for the annual conference. (2) \_\_\_\_\_, although I tried to change the date of the meeting, it was (3) \_\_\_\_\_ impossible due to other commitments. (4) \_\_\_\_\_, if you can send everyone an outline of your presentation (5) \_\_\_\_\_ tomorrow morning, it will be given the same consideration as the other candidates'. (6) \_\_\_\_\_, I like the ideas you outlined to me last week (7) \_\_\_\_\_ and I can see how (8) \_\_\_\_\_ you've worked on it. I know that last year you were (9) \_\_\_\_\_ disappointed when you weren't chosen to give the key presentation but I think you've got a (10) \_\_\_\_\_ good chance this year.

## VOCABULARY

Choose the best word to complete the sentences.

- 11 Your \_\_\_\_\_ is very important because the way you sit or stand can indicate how confident you are.  
a) gesture      b) standing      c) posture      d) mannerism
- 12 A successful networker knows how to \_\_\_\_\_ existing contacts without appearing to be sleazy.  
a) leverage      b) flick      c) adjust      d) lean
- 13 People who are \_\_\_\_\_ are happy to help without expecting anything in return.  
a) negative      b) selfless      c) careful      d) inspirational
- 14 The lack of \_\_\_\_\_ made his talk sound very boring.  
a) distraction      b) charge      c) adjustment      d) intonation
- 15 You don't want to appear too \_\_\_\_\_ when trying to develop contacts because no one likes to feel they are being used.  
a) doubtful      b) manipulative      c) useful      d) sociable
- 16 He always \_\_\_\_\_ when he listens to presentations. He just can't keep still.  
a) fidgets      b) adjusts      c) distracts      d) nods
- 17 The director \_\_\_\_\_ his head in agreement with the speaker.  
a) shook      b) slouched      c) wandered      d) nodded
- 18 The way the speaker kept clicking his fingers became a \_\_\_\_\_ for most of the audience.  
a) adjustment      b) distraction      c) modulation      d) leverage
- 19 I \_\_\_\_\_ into a colleague I hadn't seen in years at the conference last week.  
a) faced      b) met      c) bumped      d) wandered
- 20 The presenter was standing behind the \_\_\_\_\_ where he had placed all his notes.  
a) lectern      b) space      c) PowerPoint      d) network

## SKILLS

### A Match the sentence beginnings (21–25) with the best endings (a–e).

- |    |                       |    |                                     |
|----|-----------------------|----|-------------------------------------|
| 21 | Could you             | a) | you know of any good places to eat? |
| 22 | Do you mind me asking | b) | you should say that.                |
| 23 | It's funny            | c) | do me a favour please?              |
| 24 | I don't suppose       | d) | where you're from?                  |
| 25 | Do give me a ring     | e) | when you get back, won't you?       |

### B Complete the e-mail using the words in brackets.

To: John Fellows

From: Javier Suarez

Subject: Business Today Speaker

Dear Mr Fellows

Thank you for your e-mail. I am writing to confirm that I (26)\_\_\_\_\_ (delighted) to give a talk to the local business community at the conference in November.

(27)\_\_\_\_\_ (please/attach) my completed speaker's proposal form, as requested. I also confirm that I (28)\_\_\_\_\_ (like/attend) the charity dinner on the last day. I

(29)\_\_\_\_\_ (grateful) if you could also organise four nights' accommodation for me.

If you have any questions about my talk, please do not hesitate to contact me.

I (30)\_\_\_\_\_ (forward/meet) you at the conference.