Name _____ Class _____

Unit test 2

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

LANGUAGE REVIEW

Complete the second sentence in each pair so that it has approximately the same meaning as the first sentence. Use no more than six words, including the word given. (Contractions count as one word.)

1 Sales were slipping and customer complaints were rising.

only

_____ customer complaints were also rising.

2 Their products are very expensive.

anything

Their products _____.

3 We must discuss the training programme.

what

_____ the training programme.

4 Our company is in the top three in the world.

best

Our company is _____ in the world.

5 Don't tell anyone about the new design.

whatever

_____, don't tell anyone about the new design.

6 The business was doing very badly.

least

The business wasn't doing _____.

7 They made no profit last year.

all

They didn't _____ last year.

8 I've never heard such a strange idea.

ever

That's the _____.

9 The CEO had the idea.

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who

_____ the idea.

10 They have excellent after sales service but poor quality products.

what

They have excellent after sales service but _____ good quality products.

VOCABULARY

A Complete the sentences with the correct form of the word in brackets.

11 The in-house company _____ (train) has created a really good training programme for the staff.

12 Our company offers several _____ (apprentice) to college leavers.

13 At the _____ (graduate) ceremony, she was awarded a special prize for being the top student in the business faculty.

14 Zhang Ruimin has become a successful _____ (industry) in China.

15 He _____ (qualify) as an engineer when he was only 21 years old.

B Complete the paragraph with the words in the box.

spot	track	connect	confer	hone

Haier's approach to education seems to (16)_____ several benefits. It certainly helps managers to (17)_____ opportunities for productive collaboration. It also allows executives to (18)_____ their skills to recognise and deal with a range of problems. Furthermore, by being exposed to issues in different parts of the organisation, it helps them to (19)_____ the dots to understand the whole company and not just their part of it. And finally the training helps them to (20)_____ progress in a practical way and change course if necessary.

SKILLS

A Complete the conversations with the expressions (a–e).

a) let me see if I've understood

b) could you give me your name again

c) could you clarify what you mean by

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d) could you confirm

e) would you mind going over that

A Good morning, it's Dai Zenor here from BTS Holdings. I'm supposed to be attending a training session this afternoon at …

B I'm sorry, but (21)_____?

A Dai Zenor from BTS Holdings.

B Good morning Mr Zenor. How can I help you?

A (22)_____ for me what time the afternoon training session starts?

B Yes, it's 2 o'clock in the Luxor Room, which is in the annexe at the back of the main building. You have to go round the back of the main building, follow the signs for Laboratory A and go in through the door to the left of Lab A.

A (23)_____ again for me? I couldn't follow it all.

B I'll e-mail the details to you. However, if you're late you won't be allowed in because it's a closed session.

A (24)_____ 'closed session'? I didn't know anything about this.

B The training leader won't let anyone in once he's started. It's some kind of special training course.

A So, (25)_____ correctly. I mustn't be late and you'll send the directions by e-mail.

B That's right.

B **Complete the list of dos and don'ts for writing e-mails with the words in the box.**

emphasise	proofread	polite	concise	subject line

26 Language should be clear and _____.

27 Tone should be _____.

28 Don't leave the _____ blank.

29 Get to point quickly and _____ key information and action required.

30 _____ message to ensure spelling and grammar are correct.

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