

## Unit test 6

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

### LANGUAGE REVIEW

Choose the correct options to complete this text.

Last week there was a serious fire in a nearby factory. Of course, it (1) should/would/ought never have happened but it did. Unfortunately, it seems that it (2) mustn't/shouldn't/wouldn't have happened if the safety regulations had been followed properly. The company (3) could/ought/must have saved themselves a lot of trouble if only they had followed the correct procedures. Some members of staff said they (4) ought/need/should to have been trained better and that the company (5) wouldn't/needn't/shouldn't have ignored so many of the fire regulations. The fire inspector said that from what he could see, the fire (6) should/can/must have started in the staff room. He says it (7) might/would/ought have been the heater that hadn't been switched off or a faulty appliance. He's not sure at the moment. However, although the fire (8) might/must/should have been an accident, it (9) must/would/could also have been deliberate. So now the police are involved and a full investigation is being carried out. This disaster (10) couldn't/needn't/mightn't have happened. It was down to company irresponsibility.

### VOCABULARY

Complete the paragraph with the words in the box.

stumbled	cooked	dismissed	responsibility	stakeholders	scandal
awareness	line	paternalistic	chains		

Up until 20 years ago, many companies were very (11) \_\_\_\_\_, following the 'trust' model. However the rise of internet usage increased public (12) \_\_\_\_\_ and it became more and more difficult for companies to hide unethical activities. We are now aware of the effects of outsourcing processes, supply (13) \_\_\_\_\_ and environmental issues. Around the year 2000, (14) \_\_\_\_\_, that is all those involved in and with an organisation, wanted to know exactly how companies were being run and started talking about corporate (15) \_\_\_\_\_, as they demanded that companies prove how they were doing business. The age of the whistleblower also arrived, with the Enron (16) \_\_\_\_\_ probably being the most famous of all. When Sherron Watkins realised that her boss was crossing the (17) \_\_\_\_\_, she just moved to another part of the company. But a few years later when she (18) \_\_\_\_\_ across evidence that the company had (19) \_\_\_\_\_ the books, she felt she had to resign. She then sent an anonymous memo to the man who had taken the helm but after an investigation her claims were largely (20) \_\_\_\_\_.

## SKILLS

**A** Complete the conversation between two colleagues with the correct options (a–e).

- a) weigh up the pros and cons
- b) if I were you
- c) that's a very tricky situation
- d) the important thing is
- e) it's entirely up to you

**A** Josh, I'm not sure what to do. I think my boss is stealing from the company.

**B** Oh dear, (21)\_\_\_\_\_, isn't it. Can you get any proof? (22)\_\_\_\_\_, you need to protect yourself.

**A** What do you mean?

**B** Well, you don't want him to turn on you and say it was you, if you accuse him.

**A** I think I should tell his boss.

**B** Well, how do you know he's not involved too?

**A** What would you do?

**B** Well (23)\_\_\_\_\_, I'd resign and find another job as soon as possible. I mean, (24)\_\_\_\_ what you do, but you need to (25)\_\_\_\_ carefully.

**A** I don't seem to have much choice, do I?

**B** Recently there have been several thefts of electronics good from your company's warehouse and staff are also using company computers for accessing their e-mails and social networking sites. You attended a meeting about monitoring employees and surveillance measures. Write up the minutes of the meeting.

You should:

- 26 say where you agreed to put cameras and why
- 27 explain e-mail and internet monitoring
- 28 describe what background checks on new staff were agreed
- 29 say how you agreed to communicate these decisions to employees
- 30 provide details of the time and venue of the next meeting

### MINUTES OF MEETING

26 Installation of cameras

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27 Monitoring of email and internet usage

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28 Background checks on new staff

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29 Communication method

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30 Next meeting

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3