

NAME:

DATE:

MID- TERM EXAM BUSINESS PARTNER A1

READING

1) Read the interview and write TRUE (T) or FALSE (F).

Interview with Beata Novak

Q: Your company, Altech, reduced costs by 20 percent last year. How did you do it?

A: Well, firstly, we looked at the production costs. Our production workflow was good, but our shipping costs were very high. They increased by 30 percent in one year. So, we negotiated with a local company to deliver the products for us. We saved a lot of money.

Q: Did you change other things?

A: Yes, we changed the machines because they weren't reliable. We negotiated a good price with a new supplier and we bought them in January. They also saved energy and reduced costs!

Q: What did the employees think?

A: The workers didn't understand the machines. But we provided training and now they're happy with the changes. Now our workers have more time to work on interesting projects. For example, we started a review of next year's budget. We want to find more ways to save money!

1. Beata Novak reviewed the production workflow. _____
2. The production workflow was very high. _____
3. They outsourced work to an international company. _____
4. The result of this outsourcing was positive, because they saved a lot of money. _____
5. The company also bought new machines. _____
6. Workers were always happy with the new machines. _____
7. After buying the machines, workers have more free time. _____
8. Now employees are working on a new project about upgrading technology. _____



LISTENING

2) Listen to Lynn giving Matt feedback on a recent project. Complete the dialogue with one word.

Lynn: Matt, do you have a moment?

Matt: Hi Lynn, sure.

Lynn: Great **1** _____ on the new website. **2** _____ done!

Matt: Oh, thanks!

Lynn: We're very 3 _____ with your work, especially with the automatic support system. This 4 _____ that we can automate some support tasks now. The 5 _____ is that we'll save a lot of money on support staff.

Matt: That's great to hear.

Lynn: 6 _____ to review how it's working every week.

Matt: Sure.

Lynn: And 7 _____ to ask if you need any help!

Matt: Of course.

Lynn: Fantastic 8 _____ !



GRAMMAR AND VOCABULARY

3) Complete the sentences with the PRESENT SIMPLE of the verbs in brackets.

1. How long _____ it _____ to complete orders? (take)
2. These items _____ out of stock. We need to order more. (be)
3. Where _____ the engines _____ from ? (come)
4. The Morgan Motor company _____ handcrafted sports cars. (make)
5. The company _____ cars to Europe. (not ship)
6. The product _____ in the warehouse. We need to order it. (not be)
7. They _____ (have) a lot of orders now. Demand is very high!
8. They _____ (not buy) parts from other countries.

4) Complete the dialogue with the PAST SIMPLE form of the verbs in brackets.

Julia: What changes _____ you _____ (make) in the company last year?

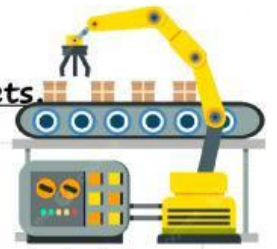
Mark: Let me see... We _____ (hire) new employees ,
we _____ (upgrade) our technology, and the facilities department
_____ (buy) new desks and chairs.

The company _____ (not save) money but we _____
(improve) the office!

Julia: _____ the employees _____ the changes? (like)

Mark: Oh yes, absolutely! Also, management _____ (love) the changes
because the company _____ (sell) more products last year as a result!

5) Complete the sentences with WILL / WON'T and the verbs in brackets.



BIG CHANGE AT PHARMAWORLD

PharmaWorld begins a big project to upgrade their machines this week.

The changes ¹ _____ (begin) next Monday and ² _____ (take) four weeks. The new equipment ³ _____ (arrive) at the end of the month and so the company ⁴ _____ (not use) the new machines until next month. The new machines ⁵ _____ (save) £100,000 a year, but we ⁶ _____ (not see) the differences in the budget until next year.

6) **SUPPLY CHAIN VOCABULARY. Complete the sentences with the words in the box.**

CUSTOM	DEMAND	INSPECTIONS	IN STOCK	LEAD TIME	MANUFACTURING
--------	--------	-------------	----------	-----------	---------------

1. We have all of our standard models _____ in our warehouses.
2. We increased _____ at our factory because of very good sales.
3. At first, we had some problems with quality, so _____ are very important at the moment.
4. Our normal _____ is four weeks.
5. We offer _____ models, with products in different colours and sizes.
6. When _____ is high, we need more time to complete an order.

7) **SAVING MONEY VOCABULARY. Choose the correct verb in each sentence.**

1. We OUTSOURCED / REVIEWED / UPGRADED the work to a company near the office.
2. We RELOCATED / UPGRADED / NEGOTIATED a better price with our suppliers.
3. We RELOCATED / UPGRADED / AUTOMATED our technology to a new model.
4. We AUTOMATED / NEGOTIATED / RELOCATED to a cheaper office building.
5. Our employees can OUTSOURCE / WORK / RELOCATE remotely if they want.
6. We AUTOMATED / RELOCATED / WORKED some tasks so workers don't have to do them.

