

Name:

Test 1

## VOCABULARY

### 1 Choose the correct option a, b or c.

Sarah has a great 1 \_\_\_\_\_ attitude. She loves her job and is very 2 \_\_\_\_\_ about it. She is good at 3 \_\_\_\_\_ realistic goals for her team and is an excellent team 4 \_\_\_\_\_. She has a lot of 5 \_\_\_\_\_ as she is always honest, which her team likes. She is able to 6 \_\_\_\_\_ outside the box and uses 7 \_\_\_\_\_ thinking to solve problems. She gives her team quite a lot of 8 \_\_\_\_\_ so they are able to work on their own. However, she knows they will come to her if they have any problems. She shows 9 \_\_\_\_\_ to succeed in everything she does and she is 10 \_\_\_\_\_ in her ability to reach a senior position.

1 a must	b can-do	c will
2 a passionate	b ambitious	c resourceful
3 a making	b doing	c setting
4 a colleague	b partner	c player
5 a integrity	b flexibility	c adaptability
6 a plan	b think	c communicate
7 a serious	b critical	c reasonable
8 a goals	b passion	c independence
9 a determination	b attitude	c communication
10 a ambitious	b confident	c motivated

### 2 Complete the mini dialogues with one word.

1 A: I need to tell my manager about the problem.

B: Why \_\_\_\_\_ you speak to her tomorrow?

2 A: My boss always shouts at me.

B: Your boss \_\_\_\_\_ shout at you. It's wrong.

3 A: I don't know how to tell him that I broke the printer.

B: Why not \_\_\_\_\_ telling the truth? That's always best.

4 A: I can't understand this document.

B: You \_\_\_\_\_ to ask your colleague to explain it.

5 A: I've no idea what to do with these files.

B: You \_\_\_\_\_ give them to Jane. She might know what to do with them.

6 A: I can't find any good jobs.

B: How \_\_\_\_\_ sending your CV to the new company in town? I hear they're looking for staff.

7 A: I need some work experience.

B: You \_\_\_\_\_ try and get a work placement.

8 A: I don't really like my job.

B: \_\_\_\_\_ don't you look for another job?



from suppliers in the 4 \_\_\_\_\_ sector all over South America. This sector is concerned with the 5 \_\_\_\_\_ of materials, such as coal and oil. However, there have been problems with wood supplies because of poor weather conditions. These conditions have affected ReedYew's furniture 6 \_\_\_\_\_ so the company is now looking for new suppliers. In addition, ReedYew plans to expand overseas, so the supply situation is a big worry. And it is not their only concern: due to problems in the 7 \_\_\_\_\_ services industry, ReedYew cannot get a loan to expand. The services sector, or 8 \_\_\_\_\_ sector as it is also known, is currently going through a very difficult time due to other global issues. However, there is some good news. ReedYew has negotiated a big contract in the 9 \_\_\_\_\_ industry to supply furniture to a major hotel 10\_\_\_\_\_.

<b>1 a</b> builder	<b>b</b> maker	<b>c</b> consumer
<b>2 a</b> primary	<b>b</b> secondary	<b>c</b> tertiary
<b>3 a</b> retail	<b>b</b> services	<b>c</b> manufacturing
<b>4 a</b> secondary	<b>b</b> tertiary	<b>c</b> primary
<b>5 a</b> construction	<b>b</b> production	<b>c</b> extraction
<b>6 a</b> production	<b>b</b> building	<b>c</b> construction
<b>7 a</b> financial	<b>b</b> commercial	<b>c</b> insurance
<b>8 a</b> primary	<b>b</b> secondary	<b>c</b> tertiary
<b>9 a</b> manufacturing	<b>b</b> tourism	<b>c</b> transportation
<b>10 a</b> line	<b>b</b> agent	<b>c</b> chain .

## GRAMMAR

### 2 Choose the correct option.

Emma **1 was not having / did not have** a very good day. She **2 gave / was giving** a presentation to the company's biggest customers when suddenly her computer **3 crashed / was crashing**. She **4 was trying / tried** to start the computer again when her boss **5 was coming / came** into the room. He **6 seemed / was seeming** worried. The customers **7 chatted / were chatting** to each other when one of them, an IT expert, **8 offered / was offering** to help Emma. While the customer **9 was working / worked** on the computer, Emma's boss **10 handed / was handing** her a piece of paper. It said: 'Make sure you get some orders before the customers leave. We've just lost a big contract'.

