Name _____ **Professional English in PA** **MODULE TEST Two**

LISTENING

1. Listen and decide who liked their first job and who disliked it. https://cutt.ly/qhUERc9

	Speaker 1	Speaker 2	Speaker 3	Speaker 4	Speaker 5
*He/She **liked** the job.*					
*He/She **disliked** the job.*					

READING

2. Read the following review of a book called "The Bosses Speak" and choose the correct answer.

John Stuart is an executive recruitment specialist who has turned to writing. The result is this book, based on interviews with twenty Chief Executives.

A short chapter is written about each top manager, none of whom is famous, and there is some introductory material and a conclusion. This means you can jump from one person to another, in any order, which is good for people who are too busy to read a book from cover to cover. For a management book it isn't expensive, although whether it's good value for money is doubtful.

Some of the twenty interviewees started their own businesses, while others joined a company and worked their way up. Some are fairly new in their position, and others have had years of experience, though, strangely, Stuart doesn't seem interested in these differences. The interviewees work in everything, from retailing to airlines to software, and it is this variety that forms the main theme of Stuart's book.

I have to say that Stuart's approach annoys me. He rarely stays at a distance from his interviewees, who are mostly presented in their own, positive words. If this were always the case, at least you would know where you were. But he seems to dislike certain interviewees. As a result, I don't know whether to accept any of his opinions.

It also means that the book gives no clear lessons. At the very least, I expected to learn what makes a successful Chief Executive. But these people seem to share two types of qualities. Some of them are very common, suggesting that anyone can be equally successful, which is definitely not the case. And the other qualities are ones which most successful bosses I've seen definitely do not have. So, in the end I'm no wiser about what really goes on.

Perhaps I'm being unfair. As long as you don't think about whether you'd like them as friends, and pay no attention to most of the advice they give, the most readable parts are where the bosses describe their route to their present position.

Stuart seems to think that his book would be useful for people aiming for the top, and that it might even make a few want to start their own company; but, in fact, what they could learn here is very limited. Seen as light business reading for a doctor or teacher, though, this book would provide some good entertainment.

1. The reviewer suggests that one advantage of the book is that ...

A. it is better value than other management books.
B. it does not need to be read right through.
C. it is about well-known people.

2. The book concentrates on the fact that the 20 executives who are interviewed ...

A. work in a number of different industries.
B. started their companies.
C. have worked for different lengths of time.

3. The reviewer cannot accept Stuart's opinions because Stuart ...

A. complaints about the interviewees.
B. writes too positively about the interviewees.
C. has different attitudes towards different interviewees

4. Reading the book made the reviewer think that .....

A. there are certain qualities which all Chief Executives need.
B. it is difficult to discover how people really run a company.
C. running a company is easier than many people think.

5. Which parts of the book did the reviewer most enjoy reading?

A. how the interviewees became Chief Executives
B. what sort of people the interviewees are
C. the advice given by the interviewees

LIVEWORKSHEETS

GRAMMAR & VOCABULARY

3. Underline the correct option.

1. *What / Where / Who / How many* did you buy the smart watch?
2. You've been doing nothing *for / in / since / from* three hours.
3. Have you ever been *for / at / to / in* Poltava?
4. Please stop *to interrupt / interrupting* me when I am trying to explain the issue.
5. It was so sad *to see/seeing* all those injured people.
6. I don't mind people *to ask/asking* me questions.
7. The people who work for the company are the *employee / staff / self-employed / employer.*
8. Identity theft means somebody else is using/ is being used your personal details.
9. What's your new job *name / title / call*?
10. Who takes care *for / of / on* all the travel arrangements.
11. On the Youtubing 101 course, students *are teaching /are taught* how to make videos.
12. People *are making / are made* videos all the time.
13. Some music videos *receive / are being received* over a million hits.
14. Identity documents *need /are needed* for international travel.
15. On many websites, personal details *keep / are kept* private.

4. Complete with the correct modal verb: must; have/has to; mustn't; don't/doesn't have to

1. Yulia …… get up early tomorrow . It's her day off.
2. All visitors …… wear an ID card, otherwise they won't be able to enter.
3. We …… be late for the meeting. The director doesn't like people who are not on time.
4. I really ….. go now. I have a colleague waiting for me.
5. We …… pay for the tickets because we won them.

5. Match the word/phrase in *Column A* with its definition in *Column B*.

Column A	Column B
1. To impose a fine	a) To force someone to follow the rules or laws.
2. To violate a law	b) To introduce a financial punishment for breaking a rule.
3. To enforce penalties	c) To bring a law into effect.
4. To enter into force	d) To introduce restrictions to reduce wrongdoing.
5. To rein in	e) To break or disobey a law.
6. To comply with the laws	f) To act according to legal rules and regulations.
7. To digitize services	g) To convert business processes into digital formats.
8. Competitive advantage	h) A condition that allows a company to perform better than others.

6. Put the adjectives into the correct form.

1. In our department I am ……..…. (old) of all employees.
2. We kept complaining about the reforms but they got even ……....(bad).
3. The manager is …….. (friendly) person I have ever met.
4. We lost the project because this year our team is …… (strong) than it was a year ago.
5. Let's hope next year will be …….. (good).
6. iPhone 13 seems to be ……. (attractive) to buyers, and sells quicker.
5. We are waiting for _____ (far) instructions on what measures to take in case of an explosion.
6. Train journeys in the UK are becoming _____ (expensive).
7. 50 years ago communication wasn't _____ (easy) as it is now.

LIVEWORKSHEETS

7. Complete the sentences using the correct word from the list.

keep track of	*deliver services*	*file taxes*	*speed up*	*be limited to*
become aware of	*financial aid*	*sign a contract*	*workplace boundaries*	

1. The government aims to _____ efficiently to the public.
2. He had to _____ before starting his new job.
3. Technology helps companies _____ communication and decision-making.
4. You should _____ your expenses to manage your budget better.
5. Citizens are required to _____ every year before the deadline.
6. Many students apply for _____ to help pay for their education.
7. In some jobs, responsibilities should not _____ specific tasks but should be flexible.
8. Employees must respect _____ to ensure a professional environment.
9. It is important to _____ the latest changes in laws and policies.

8. Complete the sentences with the correct form of the verbs in brackets.

1. If companies don't comply with the laws in the future, they _____ (not face) legal penalties.
2. If the government _____ (impose) stricter fines, fewer businesses _____ (violate) regulations last year.
3. If businesses start to digitize their services, they _____ (gain) more profit
4. If the law _____ (not be) so restrictive, more entrepreneurs _____ (start) new businesses. But it is restrictive.
5. If there were more strict penalties, fewer people _____ (violate) traffic rules.
6. If he _____ (obey) the regulations, he _____ (not get) a fine yesterday.

9. Reported Speech – Rewrite the following sentences in reported speech.

1. "The new law will come into force next month," said the official.
   Reported speech: The official said that the new law _____ into force the following month.

2. "We have imposed fines on companies that violated the law," said the minister.
   R sp: The minister said that they _____ fines on companies that _____ the law.

3. "The government is working to eliminate restrictive regulations," said the spokesperson.
   R sp: The spokesperson said that the government _____ to eliminate restrictive regulations.

4. "The company was fined because its activities didn't comply with the law," the news reported.
   R sp: The news reported that the company _____ for failing to comply with the law.

10. Complete with the correct modal verb (must have/should have/may have/needn't have/could have) and correct infinitive.

1. I don't know where my wallet is. I was at the market and _____ (drop) it there.
2. Mr Travis hasn't come to work yet. He always comes in time. He _____ (miss) the bus.
3. The street is wet this morning. I'm not sure but it _____ (rain) last night.
4. She's so funny! She _____ (go) to school. It's Saturday!
5. You were stupid to go skiing here. You _____ (break) a leg.
6. He looked so tired when I saw him. He _____ (work) hard.

LIVEWORKSHEETS