

UNIT 8: Language and skills test

Name: _____

LANGUAGE

Lesson 8.1 Vocabulary

C1 Business Higher Reading Part 4

1 Choose the correct option.

- 1 I didn't want to start from when I changed jobs, so I was glad I could transfer my skills.
a scratch **b** focus **c** itch **d** beginning
- 2 To be a successful entrepreneur, you really need to have a for your business.
a setback **b** guess **c** passion **d** lust
- 3 My mentor taught me to focus and never give up.
a stay **b** remain **c** make **d** maintain
- 4 With determination and, you can achieve anything you set your mind to.
a insistence **b** instance **c** persistence **d** resistance
- 5 I like running my own business; it's my and I can plan the future.
a vision **b** sight **c** visionary **d** sighting
- 6 My advice is to not second yourself – you should own your decisions.
a value **b** guess **c** promise **d** doubt
- 7 It's amazing that our company is now at over a million pounds.
a focused **b** valued **c** seen **d** maintained
- 8 Our biggest was when our suppliers had transport problems and were unable to deliver.
a outback **b** back **c** back-up **d** setback
- 9 It can be hard not to defeat when things go wrong, but we must carry on.
a admit **b** blame **c** get **d** receive
- 10 Whatever situation I'm in, I can always pick new knowledge I can use in the future.
a out **b** up **c** in **d** through

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Lesson 8.2 Grammar

2 Complete the sentences with the correct form of the words in brackets.

- 1 We just more stock. (not afford / buy)
- 2 We potential employees. (spend the day / interview)
- 3 The company the product until next month. (put off / launch)
- 4 The research enjoy working in teams. (suggest people / tend)
- 5 The plan solid enough. (appear / be)
- 6 We'd like to badly, so make a better offer. (avoid negotiations / go)

- 7 Can you up the minutes? (ask Martin / type)
- 8 I the launch. (suggest we / delay)
- 9 I Sandra about the change of appointment. (forget / inform)
- 10 Did you their offices? (offer / visit)

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Lesson 8.4 Useful language

3 Complete the extract from an action learning meeting discussion. Choose the best sentence (a–e) to fill each of the gaps.

A: Welcome! Let's start with each of you suggesting an issue you would like to discuss.

B: 1

A: Could you tell us why you feel this is important?

B: For me, the issue is very clear – we are setting unrealistic goals.

A: OK. 2

B: Sure. In my view, we need to rethink our sales strategy to fit with the resources we have.

A: 3

B: 4 It would help to offer further training to our existing staff too. Secondly, we need to revise the sales targets.

A: Many thanks for your great ideas. 5

a I intend to present the main discussion points with the SMT, and I'll let you know how things go.

b I'd like to discuss achieving sales targets.

c Firstly, we need to recruit more sales staff, but we need to ensure that adequate training is given.

d Could you give more background on this?

e OK, so focussing on resourcing and strategy, what could be an effective solution to deal with this?

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Lesson 8.5 Useful language

LinguaSkill Business Advanced

4 Choose the correct option.

1 Mariel has proven to have a very mindset; there have been many changes in her role.

a changeable b adaptable c cooperative d keen

2 Max a remarkable ability to work to a tight deadline.

a demonstrated b achieved c trained d gained

3 James has been an asset to the team and has shown great initiative.

a consistently b efficiently c quickly d collaboratively

4 When Sandra a new marketing strategy, she communicated exceptionally well.

a completed b exceeded c implemented

d communicated

5 Simona is to ensuring that everybody works well together in the team.

a dedicated b supervised c led d initiated

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