

# B2 ENGLISH TEST

Date:

Name

Class

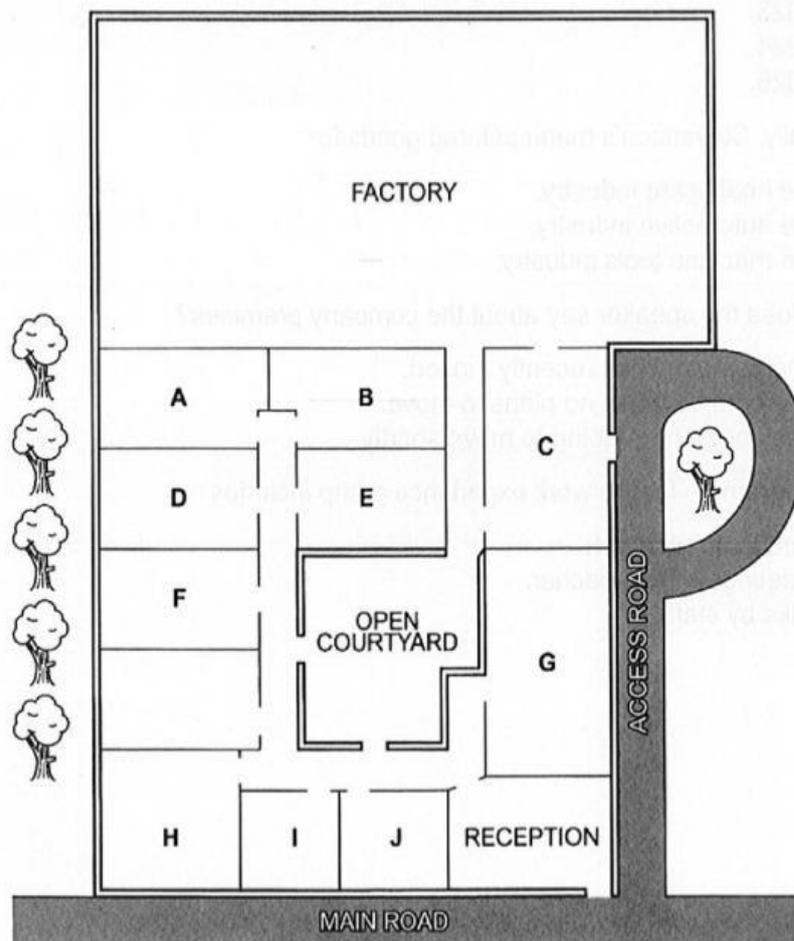
## PART I. LISTENING

### A. Question 1 - 6

Label the map below.

Write the correct letter, **A-J**, to each question from 1 - 6.

## PLAN OF STEVENSON'S SITE



- |   |               |       |   |                 |       |
|---|---------------|-------|---|-----------------|-------|
| 1 | Coffee room   | _____ | 4 | Meeting room    | _____ |
| 2 | Warehouse     | _____ | 5 | Human resources | _____ |
| 3 | Staff canteen | _____ | 6 | Boardroom       | _____ |

**Your answer**

1.	2.	3.	4.	5.	6.
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## **PART II. READING**

Read the text below and answer questions 7 - 13.

### **How to manage flexible working with your employees**

There is no denying that flexible working has grown enormously in recent years. It does, however, require careful management.

When it comes to implementing flexible working, one word is key: trust. All flexible workers should be trusted and given well-defined objectives from the start and their contribution should be assessed according to their output, as opposed to the time they spend on the job. It can be a big step to implement such as change in your business, so if you are slightly cautious then I recommend perhaps setting up an end-of-the-day review to see how much progress has been made. As all parties find their feet with the new set-up, this contact can slowly be reduced.

In my eyes, it is also vital that there is shared calendar access for everyone so that people can see where their colleagues are each day. This way if they need to catch up with someone they can plan when to do so. Technology now exists to enable employees to stay in touch with other members of staff and external partners. iMeet, for example, is a tool which allows all forms of collaboration for remote working, from video conferencing, live chat and file sharing to screen sharing. The new breed of worker is therefore fully equipped to work productively away from the office, and can still feel like they're in the same room as others when necessary.

In my experience, employees are often more productive working at home as they can work the exact hours they want and do not have to cope with distraction caused by other employees. Being outside the confines of the office walls also appears to foster creativity. In addition, we find staff are more motivated as they have a better work-life balance. In terms of the business, we find this helps with top talent recruitment and staff retention, and a happy workforce is a more successful one.

**Question 7 - 13**

Complete the notes below.

Choose **ONE WORD ONLY** from the text for each answer.

## FLEXIBLE WORKING

### How to organise flexible working

- Trust your employees
- Provide them with clear (7) \_\_\_\_\_
- Base measurements of performance on their output
- Initially, have a (8) \_\_\_\_\_ of progress each day
- Make sure a (9) \_\_\_\_\_ is accessible to give details of colleague locations
- Use a program such as iMeet to encourage different types of (10) \_\_\_\_\_ between workers

### Benefits of flexibility

- Greater productivity
- Less (11) \_\_\_\_\_ from colleagues
- Increase in (12) \_\_\_\_\_
- More motivated staff
- Greater success for the company with staff recruitment and (13) \_\_\_\_\_

**Your answer**

7.	8.	9.	10.	11.	12.	13.
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**PART III. WRITING**

**A. Question 14 - 18**

Combine the ideas into **one sentence**. You may change the word forms, but do not change or omit any ideas. There may be more than one answer.

**Example:**

1. You should do this **finally**.
2. Fill out the **applications**.
3. Include all other **documentation**.
4. The documentation should be **necessary**.

→ **Finally, fill out the application and include all other necessary documentation.**

**14.**

1. Eating healthy gives your body the nutrients it needs.
  2. The nutrients give radiant skin.
  3. The nutrients give strong muscles.
- 
- 

**15.**

1. The manager was reviewing her presentation.
  2. At the same time, her assistant was setting up the technology.
  3. This happened in the room.
  4. The room was for conferences.
- 
- 

**16.**

1. In fact, there are benefits to living a healthy lifestyle.
  2. The benefits are physical.
  3. The benefits are psychological.
  4. The benefits are social.
- 
-

17.

1. Another benefit of a healthy lifestyle is healthier looking skin.
2. This is a physical benefit.
3. People notice this benefit.

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18.

1. I commute to District 7 every day.
2. I can take a bus or ride my motorbike to work.
3. My office is in a high building.

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**Question 19 - 28**

Take a look at the table

1	Ambitious	6	Ease off
2	Budget	7	Facilitate
3	Burn out	8	Feasible
4	Cut off	9	Go to great lengths
5	Debts	10	Resignation

**B. Question 19 - 23**

Choose 5 words from the table. Write a complete sentence with each word.

19. \_\_\_\_\_

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20. \_\_\_\_\_

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21. \_\_\_\_\_

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22. \_\_\_\_\_  
\_\_\_\_\_

23. \_\_\_\_\_  
\_\_\_\_\_

**C. Question 24 - 28**

Build sentences based on the given pairs of words.

**Example:**

**Conflict & Oppose: They opposed the plan because it creates a conflict of interest.**

24. (Stick at it & Workaholic)

\_\_\_\_\_  
\_\_\_\_\_

25. (Leadership & Adaptability)

\_\_\_\_\_  
\_\_\_\_\_

26. (Critical Thinking & Conflict Resolution)

\_\_\_\_\_  
\_\_\_\_\_

27. (Unattainable & Burn out)

\_\_\_\_\_  
\_\_\_\_\_

28. (Debts & Cut off)

\_\_\_\_\_  
\_\_\_\_\_

**- THE END -**