

Name: _____

LANGUAGE

Lesson 3.1 Vocabulary

BULATS (4 options)/BECF (3 options)

1 Choose the correct option a, b or c.

We reached a major ¹ with the bridge project yesterday, when we opened the ² bridge to the public. We had a few ³ in the early stages, which we did not ⁴ when we carried out the ⁵ assessment. However, we managed to find ⁶ to the problems quickly. The next stage of the project is the ⁷ of new houses and we do not ⁸ any big problems with those. However, after a full ⁹, we realised that we need to meet the new environmental regulations, so we have to increase the ¹⁰

- | | | |
|-------------------|--------------|------------------|
| 1 a milestone | b solution | c decision |
| 2 a suspending | b suspense | c suspension |
| 3 a setbacks | b budgets | c milestones |
| 4 a manage | b predict | c communicate |
| 5 a construction | b register | c risk |
| 6 a solutions | b decisions | c additions |
| 7 a attachment | b movement | c construction |
| 8 a identify | b anticipate | c solve |
| 9 a investigation | b addition | c identification |
| 10 a milestone | b budget | c movement |

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Lesson 3.2 Grammar

2 Complete the second sentence so it has a similar meaning to the first sentence. Use the word in brackets in the correct form.

- The project was less difficult than expected. (easy)
The project was expected.
- This interview was shorter than the first one. (long)
This interview was the first one.
- Finishing on time was harder than anything. (difficult)
The thing was to finish on time.
- The final stage of the job was the easiest part. (challenging)
The final stage of the job was the part.
- We finished the project ahead of time. (soon)
We finished the project planned.
- The company has more work now than any other time of year. (busy)
It's the time of the year for us now.
- They completed the bridge ahead of schedule. (quickly)
They completed the bridge than they planned.
- Finding suitable suppliers was not as easy as we thought. (hard)
Finding suitable suppliers was we thought.

9 He did worse than he expected at the interview. (well)

He did not expected at the interview.

10 My new job is worse than the last one. (good)

My new job is the last one.

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Lesson 3.3 Functional language

PTE Part B/BULATS

3 Write one word which best fits each space.

- We need to bring George up to on this.
- I can't do it – my hands are
- I'm there's no flexibility in the schedule.
- We can't compromise this at all.
- We've got no room manoeuvre on this.

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Lesson 3.4 Functional language

PTE Part H/LCCI Part 1

4 [BP_B1_Test_03_001.mp3] Listen to the speaker and choose the correct response a, b or c.

- 1 a b c
- 2 a b c
- 3 a b c
- 4 a b c
- 5 a b c

/5

Lesson 3.5 Functional language

BULATS

5 Write one word which best fits each space.

Hi Jürgen,
I'd like to ¹ if everything is on schedule for completion next week, so could you give me an update?
I'd be ² if you could also let me have an estimate of any extra costs involved. Also, would you ³ asking Gloria to send me a list of all the suppliers we use. Would it be ⁴ to arrange a meeting with all project managers next week? I'd ⁵ it if you could organise this.

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SKILLS

Short listening

BECP Part One/BULATS

6 [BP_B1_Test_03_002.mp3] You will hear eight short recordings twice. For questions 1–8 choose the correct answer.

1 Which project are they starting now?



- a
b
c
- 2 What was the manager's worst problem?
a number of employees
b weather conditions
c quality of materials

3 Which hotel does the woman decide to stay at?
a Twig
b Wold
c Min

4 How long will the installation take?
a 2 days
b 6 days
c 4 days

5 What is the woman going to do before the meeting?
a go sightseeing
b look at apartments
c have lunch

6 Why won't the architect change the building plans?
a The changes aren't safe.
b The site's too small.
c It's against building regulations.

7 How do they arrive at the project site?



- a
b
c
- 8 What mistake did the man make?
a He ordered too many desks.
b He ordered the wrong equipment.
c He didn't order the right number of chairs.

/8

UNIT 3: Language and skills test

Name: _____

Long listening

BECP Part Four/BULATS

7 [BP_B1_Test_03_003.mp3] Listen to a radio interview with Gina Velas, an expert in project management. Choose the correct option a, b or c.

1 What does the interviewer say about failure?
a It's a good way to learn.
b You can't afford to fail.
c It's caused by a lack of experience.

2 What does Gina say about experience and skills?
a Project managers must train their teams.
b Teams must evaluate their own skills.
c Project managers should have relevant training.

3 Project managers should set goals that are
a challenging.
b clearly defined.
c simple.

4 Why does Gina say about changing goals?
a Clients are unable to assess them.
b It often affects the budget.
c Project managers like making changes.

5 What can poor communication skills lead to?
a project failure
b team disappointment
c weak managers

6 What else can demotivate a team?
a pressure from other staff
b not having enough resources
c losing control

7 What does Gina say about unexpected problems?
a Risk assessment predicts all problems.
b Allow extra time for them.
c Schedules are always flexible.

/7

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Writing

BECP Part Two/BULATS (50–60 words)

8 Read this email from the Operations Director asking for a project update.

To: Executive Assistant
From: Operations Director
Subject: Jaipur Building Project, India

Hi Kieran,
Can you find out what's happening with the Jaipur project? News reports are saying the project has stopped temporarily. Email the Project Manager and request an immediate update. Find out about any delays. We've heard nothing here.

Write an email to Bill Mathers, Project Manager, Jaipur:

- explaining why you're writing.
- requesting an update.
- asking for details about any delays.
- inviting him and the chief engineer to join a video meeting tomorrow.

Write about 60–80 words.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

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