

Vocabulary (10pts total) 2 points each 10/10

Match the terms with the definitions and write a sentence with each one.

Deadline	Is the specific physical location where an event, meeting, or gathering takes place
Venue	Refers to the process of exchanging information, contacts, and experience for professional or social development.
Headquarters	Is a specific date or time by which a task, project, or assignment must be completed and submitted.
Networking	to arrange something in advance
Book (verb)	The primary office or central base of operations where an organization's top leadership, management, and core administrative functions are situated

1. DEADLINE – Is a specific date or time by which a task, project, or assignment must be completed and submitted. Correct

"The deadline for submitting the report is next Wednesday." **Correct**

2. VENUE – Is the specific physical location where an event, meeting, or gathering takes place. Correct

"We haven't decided on the meeting venue yet." **Correct**

3. HEADQUARTERS – The primary office or central base of operations where an organization's top leadership, management, and core administrative functions are situated. **Correct**

"Accenture's headquarters is located in Parque Patricios." **Correct**

4. NETWORKING – Refers to the process of exchanging information, contacts, and experience for professional or social development. **Correct**

"Next Friday I'm going to an event to do some networking." **Correct**

5. BOOK (verb) – To arrange something in advance. "I need to book a meeting room for tomorrow." **Correct**

Grammar (20pts total) 18/20

Complete the paragraph using past simple, past continuous or past perfect. (1 point each)

Last night, a loud noise woke Sarah up. While she **1. _was trying_** **Correct** (try) to fall back asleep, she **2. _heard_** **Correct** (hear) a strange tapping on her window. She slowly sat up and realized that her brother **3. _forgot_** (had forgotten) to lock the back door before he went to bed. As she **4. _was creeping_** **Correct** (creep) down the dark hallway, her heart **5. _was beating_** **Correct** (beat) incredibly fast. She suddenly remembered that she **6. _hadn't charged_** **Correct** (not charge) her phone, so she couldn't call for help. Just as she **7. _reached_** **Correct** (reach) the kitchen, a shadow **8. _flickered_** **Correct** (flicker) across the wall. She gasped and grabbed a heavy frying pan that her roommate **9. _had left_** **Correct** (leave) on the stove. Fortunately, when she turned on the light, she saw that it was only her cat, who **10. _had escaped_** (escape) **Correct** to the backyard earlier that evening.

Complete these sentences using either the simple past or the present perfect form of the verbs in parentheses. (2 points each)

I have already seen (already / see) that movie three times, but I'd gladly watch it again. **Correct**

My family moved (move) to this city in 2018. **Correct**

She hasn't called (not / call) her grandmother yet today. **Correct**

Have you ever eaten (you / ever / eat) authentic sushi? **Correct**

Last night, we lost (lose) our keys and had to wait outside for an hour. **Correct**

He has worked (work) at this company for five years, and he still loves his job. **Correct**

Reading (15pts total) 15/15

Read the text and mark true (T) or false (F) on the statements below. 3 points each.

When looking for a new job, salary is important, but work perks can make a huge difference. Today, many modern companies are offering benefits to attract talented people and keep their employees happy and motivated.

One of the most popular perks is flexible working hours. Instead of working a strict nine-to-five schedule, employees can choose when they start and finish their day. This makes it much easier to balance professional tasks with personal life. Additionally, many offices now provide free food and drinks. Employees can enjoy healthy snacks, fresh fruit, and high quality coffee throughout the day without spending their own money.

Some companies also focus on health and wellness by offering free gym memberships or paying for yoga classes. Others even have a pet-friendly policy, which means workers can bring their dogs to the office. These perks do not just make the workplace more fun; they also reduce stress and help colleagues build stronger relationships. Ultimately, when a company invests in these benefits, employees feel valued and work much better.

1. Salary is the only thing people care about when they look for a new job. **F Correct**

2. Flexible working hours allow employees to choose their own start and finish times. **T Correct**
3. Employees have to pay a small fee for the healthy snacks and coffee provided in the office. **F Correct**
4. Some companies allow employees to bring their dogs to the office. **T Correct**
5. Work perks are only meant to make the office fun, but they do not help reduce stress. **F Correct**

Listening (15pts total) 15/15

A phone call from a customer | LearnEnglish

Listen to the audio and answer the questions, mark (T) true or (F) false. 3 points each

1. The delivery hasn't arrived yet. **F Correct**
2. Andrea is having cash flow issues and needs a payment extension. **T Correct**
3. Andrea usually asks for an extension of the payment terms. **F Correct**
4. Andrea has a new order to place, even bigger than the last one. **F Correct**
5. Junko can extend the payment terms on the last order to 60 days. **T Correct**

Writing (20pts total) 20/20

Write a text of minimum 5 lines using comparative and superlatives about:
"My biggest professional challenge so far".

My biggest professional challenge so far has been adapting to a new client. I had to learn many new processes in a short time. The onboarding was more complicated than I expected because all the processes were different, but it also helped me to learn other ways to make a recruitment



END OF MODULE PROGRESS TEST

process. Communication and organization were the most important things during this onboarding process. This experience has been one of the most valuable learning experiences in my career, and I feel that I have learned new skills during this period.

Speaking (20pts total) 19/20

How do you like to spend your leisure time? Give detailed examples.

Mention some of the systems you use for your work and what do you use them for.

What is the most interesting project you have worked on? Why was it interesting?



