

Student Name:

Final Mark: /100

Level:

Company:

Vocabulary (10pts total) 1 PT each

Instructions: Read each sentence carefully and select the most appropriate option to complete the statement. Ensure your choice reflects professional business English and appropriate collocations for a high-level corporate environment.

1. We need to _____ a professional relationship with the new stakeholders before the project kicks off.
a) build b) make c) conduct
2. When moving to a new country, it is vital to seek an _____ mind regarding local business etiquette.
a) expanded b) open c) extended
3. You should always weigh the pros and _____ of this merger before presenting a final recommendation to the board.
a) downsides b) negotiations c) cons
4. In a multinational team, you have to learn how to manage the _____ of working across different time zones.
a) unknowns b) difficulties c) challenges
5. He has an impressive _____ of experience in international communication strategy.
a) amount b) wealth c) quantity
6. As a consultant, you must learn to _____ your message to suit the audience's cultural background.
a) tailor b) fix c) build

7. We are facing a difficult _____: we either cut the budget or delay the launch.
a) dilemma b) problem c) situation
8. The company is _____ a major paradigm shift in how it handles digital transformation.
a) doing b) undergoing c) passing
9. We need to _____ a solution that satisfies both the client and our internal technical requirements.
a) achieve b) engineer c) make
10. His ability to _____ rapport with diverse teams is what makes him an effective leader.
a) build b) gain c) set

Grammar (20pts total)

Part I: Multiple Choice (Select the best option for each)

1. Rarely _____ such a high level of engagement during the initial phase of a project.
a) we have observed b) have we observed c) we observe
2. _____ the market analysis yesterday, the team was able to finalize the recommendations today.
a) Having completed b) After they have completed c) By completing
3. It is essential that every consultant _____ briefed on the new communication protocols.
a) is b) will be c) be
4. The project manager mentioned that they _____ the budget constraints back in March.
a) have identified b) had identified c) identify

5. _____ we to face a delay, we have already prepared a contingency plan.

- a) If b) Had c) Should

Part II: Production (Complete the sentences) 3 pts each

Instructions: Complete the following sentences using advanced grammatical structures (using inversion, passive forms, participles, or conditionals) that are suitable for an executive report.

6. Under no circumstances

_____ without
the client's explicit approval.

7. By the time the audit finishes next month, our department

_____.

8. _____ that our
current strategy needs a paradigm shift to remain competitive.

9. Having _____,
we are now ready to present the findings to the stakeholders.

10. Were we to implement this automation, the result
_____.

Reading (15pts total)

The Future of Professional Connections

In the modern globalized landscape, the traditional concept of a linear career path has become increasingly obsolete. Today's professionals are frequently identified as "portfolio workers"—individuals who maintain multiple revenue streams and diverse skill sets rather than relying on a single employer. Current labor market research highlights that maintaining a broad, heterogeneous network is significantly more influential than formal academic credentials when securing high-level opportunities.

However, this transition to digital-first work environments has introduced a phenomenon known as the "distance paradox." While advanced digital tools provide seamless global connectivity, the systematic erosion of informal, "water-cooler" interactions often impairs team cohesion and trust-building. Sociologists argue that "weak ties"—casual professional

acquaintances—are statistically more effective for career advancement than "strong ties" (close colleagues or family), as weak ties typically provide access to novel information ecosystems. As major organizations solidify their transition to permanent hybrid models, the burden has shifted to the individual to manage the delicate equilibrium between operational efficiency and the intentional cultivation of professional relationships. Failure to actively manage this balance often results in a mechanistic approach to work, where innovation is stifled by the absence of serendipitous creative collaboration.

Part 1: True, False, or Not Given 1 PT each

Instructions: Determine if the statements below are True, False, or Not Given based on the text.

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1. A "portfolio worker" typically focuses on climbing the corporate ladder within a single organization.
 2. The author claims that your professional network is a stronger predictor of success than your formal education.
 3. The "distance paradox" suggests that digital communication is superior to face-to-face interaction for building deep trust.
 4. "Weak ties" are more valuable than "strong ties" because they offer insights from different professional circles.
 5. Most major organizations are expected to abandon hybrid work models by the end of 2026.

Part 2: Short Answer Questions 2 PTS each

Instructions: Answer the following questions using information from the text (keep answers concise).

6. How does the text define a "portfolio worker" compared to a traditional employee?
7. What are the specific consequences of losing informal, "water-cooler" interactions in a remote setting?

8. According to the text, why are "strong ties" considered less useful for finding new roles than "weak ties"?
9. What is the specific individual responsibility required in a hybrid work environment?
10. What is the ultimate risk of failing to balance efficiency with intentional networking?

Listening (15pts total)

Listen to the conversation between two business partners discussing a job application and underline or highlight the correct information. (3 pts each)

Job applied for	car salesman	car mechanic	carpet filler
Qualifications	degree	A levels	O levels
Current Position	permanent	part-time	unemployed
Qualities	reliable	mature	cheerful
Enclosures	CV	references	Photo

Writing (20pts total)

Instructions: Choose one of the following tasks (approximately 200–250 words).

Task A: Formal Letter Write a formal letter to a business partner outlining a proposal for a joint venture. Describe the benefits for both parties, the resources you can contribute, and the expected outcomes.

Task B: Memo Write a memo to all staff announcing a new company policy on remote work. Explain the reasons for the change, provide details on the new guidelines, and a point of contact for questions.

Speaking (20pts total)

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1. Can you describe a challenging project you've worked on and what you learned from it?
 2. In your opinion, what is the most important skill for a business professional to have in the modern workplace?
 3. How do you manage your workload and prioritize tasks, especially when facing tight deadlines?
 4. Tell me about a time you had to deal with a difficult client or colleague. How did you handle the situation?
 5. What do you think are the main advantages and disadvantages of working from home?
 6. How do you keep up with the latest trends and changes in your industry?
 7. Do you think technology has made communication in the workplace better or worse? Why?
 8. What motivates you in your job, apart from your salary?
 9. Describe a situation where you had to give a difficult presentation. What did you do to prepare?
 10. In your view, what is the role of a leader in a successful team?