

Student Name:

Final Mark: /100

Level:

Company:

Vocabulary (15pts total)

- 1) Choose a verb from the list that can go with all three phrases in each group.

stay - run - miss - make - go

- a. _____ smoothly / on time / into problems
b. _____ over budget / ahead of the plan / out of control
c. _____ the deadline / the launch date / the opportunity
d. _____ on track / within budget / the course
e. _____ the deadline / a plan / the course

- 2) Match the adjectives from the list to each of the statements.

detached - impulsive - outgoing - determined - methodical

- a. She doesn't think too long before making decisions. _____
b. Mark wanted to get a promotion so bad he didn't stop working and developing his skills until he finally got it. _____
c. He's happy most of the time. He's always chatting with people and helping them with their tasks, he has lots of friends in the office.

d. Sam follows a very strict routine at work, he never skips any of the steps. _____
e. She quit her job as soon as a better opportunity came up for her, even though she's been working for this company for twenty years.

Grammar (25pts total)

3) Complete the sentences with the infinitive or *-ing* form of the verbs in brackets.

- a) I really dislike _____ (be) late for meetings.
- b) Would you like _____ (join) us for lunch?
- c) The team is responsible for _____ (develop) a new app.
- d) It's important _____ (know) the truth.
- e) They intend _____:(start) the meeting at 8 o' clock.
- f) My manager plans _____ (assign) our team a new project.

4) Complete the following sentences with the expressions of quantity from the list.

too much - very little - a - some - too many - fewer

- a. She's got _____ experience compared to what this position requires.
- b. I got _____ suggestions than what I expected in the performance evaluation.
- c. Jake was late to the meeting because he spent _____ time working on the project.
- d. There are _____ people in the conference, we have to get more chairs.
- e. Would you like _____ coffee?
- f. Maria is starting _____ new business.

Reading (20pts total)

5) Read the article and decide if the following affirmations are true or false.

Rule 47: A set of personal standards

Richard Templar's book *The rules of work* provides 109 rules to follow in order to be successful in business. Rule 45 requires that you know the ethics of your industry. Ask yourself, what does your industry or company contribute to society? Is the contribution positive and beneficial, or negative and damaging? How much a part of that industry are you?

If your answers to these questions lead you to believe that your industry stinks, that doesn't (necessarily) mean you have to hand in your notice today. After all, you can always try to change things from the inside. However, if you are ever faced with the ethical dilemma of crossing the line and doing bad things, then you will need to set personal standards. This is Rule 47. Rule 47 requires you to set personal standards which you won't break for any reason, such as:

- I will not break the law in order to further my career.
- I will share my skills and knowledge with anyone who would benefit in the same industry.
- I will not be jealous of anyone else's success in the same industry.
- I will always put my family first (before work).
- I will not work evenings or weekends unless it is an emergency.

- a. Richard Templar's book is about how to be ethical in your business. ____
- b. The questions proposed to know the ethics of your industry require a lot of personal reflection. ____
- c. If you notice your industry is unethical you should immediately quit your job. ____
- d. Setting personal standards is necessary when faced with ethical dilemmas. ____
- e. The personal standards listed in Rule 47 are only focused on your action's impact on your colleagues and other workers. ____

Listening (15pts total)

6) Mark the correct answer with an X.

1. Anna ...

- a. didn't start the company but manages it now.
- b. started the company and manages it now.
- c. started the company but doesn't manage it any more.

2. The app ...

- a. is for parents to learn from.
- b. is for students to learn from.
- c. is for students who want to find a tutor.

3. Many parents ...

- a. don't have the time or knowledge to help with their children's homework.
- b. think that schools should help with their children's homework.
- c. don't want to help with their children's homework.

4. The app ...

- a. has student exercises on it.
- b. is only for people in remote areas.
- c. offers live online support from tutors.

5. On the app, tutors who live in remote areas ...

- a. often charge lower rates.
- b. often charge higher rates.
- c. don't like to work too much.



6. The app ...

- a. is new and not many people know about it.
- b. is already popular.
- c. is not very successful.

Speaking (25pts total)

7) Do you agree with the statements below? Choose one of them and give your opinion on it, use examples from your own experience as appropriate.

1. It is better to persuade people over 30 to take early retirement than to make people redundant based on the length of time in the company.
2. It is better to redeploy staff or promote internally than to have to take outside candidates
3. Opportunities for advancement and personal development at work lead to greater job satisfaction than a rise in pay.

