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Final Mark: 91/100

Level: Upper B2

Company: Accenture

Vocabulary	10/10 pts total
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1) Complete the sentences with the correct phrase, verb or expression from the box. There is ONE extra option. (5/5 pts)

meet the deadline	fall behind schedule	catch up	allocate resources	delegate tasks	stay on a budget
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A. The supplier confirmed the materials today, so we can finally allocate resources properly for the next phase.

B. If we keep approving extra features, we will not stay on a budget for the client campaign.

C. The team lost two days after the software error, but they worked efficiently to catch up.

D. The director decided to delegate tasks because one coordinator could not manage every detail alone.

E. The final version must be ready by Thursday if we want to meet the deadline.

2) Match the vocabulary terms in Column A with their correct definitions in Column B. (5/5 pts)

Column A: Term	Column B: Definition
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1. <u>C</u> Milestone	A. A plan that shows when project activities should happen.
2. <u>D</u> Objective	B. New information about how work is progressing.
3. <u>A</u> Schedule	C. A specific result that a team wants to achieve.
4. <u>B</u> Updates	D. An important stage that shows progress in a project.
5. <u>E</u> Teamwork	E. The act of working together to achieve a shared goal.

Grammar

16/20 pts total

3) Choose the correct option (a, b, or c) to complete the sentence. (8/10 pts)

A. The contractor is late. I think the installation will take longer than expected.

a) will take b) is taking c) takes

B. Look at the number of unresolved tickets. We are going to need extra support this week.

a) will need b) are going to need c) need yesterday

C. The design review starts at 11:30 tomorrow according to the official agenda.

a) is starting b) starts c) will starting

D. We have already approved the plan. We are going to begin the testing phase next Monday.

a) are going to begin b) will began c) begin yesterday

E. I forgot to send the revised timeline. Don't worry, I will send it right now.

a) am sending b) send c) will send

F. My calendar is full tomorrow because I am meeting the finance team at 2 p.m.

a) meet b) **am meeting** c) will meeting

G. The colleague which prepared the risk report is joining the call later.

a) **which** b) **who** c) where

H. This is the platform where we store all project documents.

a) **where** b) when c) whose

I. The estimate that the client approved last week is no longer realistic.

a) who b) where c) **that**

J. The analyst which figures were inaccurate has revised the spreadsheet.

a) **whose** b) **which** c) when

4) Rewrite the sentences using the word or tense given. Do not change the meaning. (8/10 pts)

A. The consultant created the new timeline. *He is leading the planning session.* (who)

→ The consultant , who created the new timeline, is leading the planning session.

B. The room is used for weekly project updates. *We meet there every Tuesday.* (where)

→ The room where we meet every Tuesday, is used for weekly project updates.

C. We decided yesterday to review the budget again. (going to)

→ We decided yesterday that we are going to review the budget again.

D. The supplier visit is confirmed for Friday morning. (present continuous)

→ We confirm the supplier visit for Friday morning. Correct answer: We are visiting the supplier on Friday morning.

E. I believe the team can recover before the launch date. (will)

→ I think the team will recover before the launch date.

Reading

15/15 pts total

Read the text and answer the questions.

"A Project Rescue Plan"

A medium-sized training company recently began preparing a virtual conference for one of its international clients. The event was planned for the end of June, and the original objective was to deliver eight online workshops, a networking session and a final report for senior managers. At first, the schedule looked realistic, and each department knew what it had to do.

Two weeks later, the project became more complicated. The client asked for additional speakers, the marketing team requested extra time to promote the event and the technical team discovered that the registration platform needed updates. Although nobody had made a serious mistake, the project was no longer moving at the expected speed. The team was not in crisis, but it was clearly at risk of falling behind schedule.

To solve the problem, the project leader organised a short planning meeting. Instead of blaming individuals, she focused on priorities. She delegated the speaker invitations to one colleague, asked the technical team to send daily updates and reduced some optional tasks that were not essential for the main objective. She also decided to allocate two extra people to customer support during the week of the event.

By the following Friday, the project was back on track. The budget was still under control, and the team had reached an important milestone: all speakers had confirmed their availability. The project leader believed that clear communication and careful planning had prevented a much bigger delay. The team still needed to work hard, but the revised plan made the deadline achievable.

5) Choose the correct option. (10/10 pts)

A. What was the main objective of the project?

- a) To organise a virtual conference for an international client.
- b) To create a new registration platform from the beginning.
- c) To train senior managers in marketing.

B. Why did the project become more complicated?

- a) The team refused to attend the planning meeting.

b) The client requested changes and the platform needed updates.

c) The budget was cancelled by senior managers.

C. What did the project leader do during the planning meeting?

a) She focused on priorities and redistributed work.

b) She replaced the whole technical team.

c) She postponed the event immediately.

D. Which task was delegated to one colleague?

a) Preparing the final report.

b) Inviting the speakers.

c) Designing a new budget system.

E. What had the team achieved by the following Friday?

a) All speakers had confirmed their availability.

b) The conference had already finished.

c) The client had cancelled the networking session.

6) Match the words from the text with their meanings. (5/5 pts)

Column A: Term	Column B: Definition
1. <u>D</u> Objective	A. Not necessary or required.
2. <u>A</u> Optional	B. Possible to complete successfully.
3. <u>C</u> Allocate	C. To decide how people, time or materials will be used.
4. <u>E</u> Milestone	D. A specific goal or result.
5. <u>B</u> Achievable	E. An important stage in a project.

Listening

14/15 pts total

7) Listen to the audio and complete the notes with specific information. (6/7 pts)

Conversation 1

- A. Adam is in the middle of a meeting.
- B. Juan has to catch a train in a few minutes.
- C. Juan wants to know if the conference room is booked.
- D. The English course starts at 10:00 am. Correct answer: 10:00
- E. Adam says he will call Juan back in 20 minutes to confirm.

Conversation 2

- F. Abdul has a very important conference in about a minute.
- G. Dieter says the server problem will probably be fixed by the end of the day.

8) True or False. Write T or F. (8/8 pts)

- A. T In both conversations, the person receiving the call is busy.
- B. F Juan calls Adam because he wants to confirm the time of his train.
- C. T Adam agrees to speak because Juan says the question will be very quick.
- D. F Adam is completely certain that the conference room is free.
- E. T Dieter calls Abdul to explain the latest news about a technical problem.
- F. F Abdul has enough time for a long conversation.
- G. T Dieter says they have found what caused the server problem.
- H. F Both Adam and Abdul ask the caller to contact someone else.

Writing

16/20 pts total

9) Choose ONE of the following prompts and write more than 100 words. (20 pts)

Option A: Write an email to your manager explaining that a project is at risk of falling behind schedule. Mention the reason, the action plan and the next update.

Option B: Write a project update for a client. Explain what has been completed, what the next milestone is and how the team is going to stay on budget.

Option C: Describe a time when a team had to reorganise tasks to meet a deadline. Explain what happened, what people did and what the result was.

Option D: Free topic. Write a text about a professional, academic or personal topic of your choice. You may describe an experience, express an opinion, reflect on a challenge, or discuss a current issue. Make sure your writing has a clear introduction, well-developed ideas and a short conclusion.

Option B:

Hi Amanda! Hope you're doing well! Here are the updates that I mentioned before in our status call.

The project about the new website for the brand is now in phase two, this means that the key ideas and links, which you mentioned as principal, were added to the first model and tomorrow you will find on your email the testing link to check it. We will wait for your approval.

About the next steps, our design team is still working on the visual details of the site. But don't worry about it, we are following all your guidelines and the colors of the brand. We will provide you with another update by the end of the day next Thursday.

Our team is so committed to the project, and our first objective is to finish it before the deadline, but this could impact on the budget. Maybe you can confirm to us which option is better for you... Finish ahead the schedule or stay on budget?

I will be waiting for your comments

Kind regards

Camila

Feedback

You wrote a clear project update and the message is easy to follow. You included what has been completed, the current stage of the project and the next update. Your tone is friendly and appropriate in general, and you used relevant project vocabulary such as phase two, testing link, guidelines, deadline, budget and update.

To improve, you need to be more specific about how the team is going to stay on budget, because the task asks for this directly. Instead of asking the client to choose between finishing ahead of schedule or staying on budget, you could explain what the team will do to control costs. Also, be careful with grammar and word choice: instead of "the project about the new website", write "the new website project." Instead of "finish ahead the schedule," write "finish ahead of schedule."

Speaking

20/20 pts total

10) Choose ONE task and speak. Develop your ideas clearly and justify your opinions. (20 pts)

Task 1: Project Delays

Talk about what a project manager should do when a team starts falling behind schedule. Mention priorities, resources, communication and one example.

Task 2: Budget and Deadlines

Discuss whether it is more important to meet the deadline or stay on budget. Explain your opinion and compare different situations.

Task 3: Project Rescue Meeting

Your team is preparing a product presentation. The deadline is next week, the budget is limited and two tasks are incomplete. Decide how to delegate tasks, what resources to allocate and how often you will get updates.

Task 4: A Topic You Know Well

Choose a topic you are interested in or know a lot about. It could be related to sports, music, technology, psychology, business, education, travel, gaming, fashion, films, animals or any other area. Explain why the topic interests you, what people should know about it, and why it is relevant or valuable.