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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	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. _D_ Milestone	A. A plan that shows when project activities should happen.
2. _C_ Objective	B. New information about how work is progressing.
3. _A_ Schedule	C. A specific result that a team wants to achieve.
4. _B_ Updates	D. An important stage that shows progress in a project.
5. _E_ Teamwork	E. The act of working together to achieve a shared goal.

Grammar

20/20 pts total

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

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

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

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 are going to review the budget again.

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

→ 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.

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 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 pts)

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

7) Listen to the audio and complete the notes with specific information. (5/7 pts)

Conversation 1

- A. Adam is in the middle of a **MEETING RIGHT NOW**.
- 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 **THAT TIME**. *Correct answer: 3p.m*
- E. Adam says he will call Juan back in **15 MIN** to confirm. *Correct answer: 15 minutes*

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. (6/8 pts)

- A. ☐ **T** In both conversations, the person receiving the call is busy.
- B. ☐ **T** 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. ☐ **T** 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.

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 A:

Dear manager,

I am writing to give you an update about the new project. At the moment, we are working hard on the new project, but we are falling behind schedule.

Unfortunately, we have a small problem. One of our analysts is sick, so the team must cover his work.

One possible solution is to work overtime and prioritize the most important tasks to catch up. This will help the team get back on track.

Tomorrow morning, we are meeting with the team to discuss the advance and give updates.

I think we will meet the deadline.

Best regards,

Micaela

Feedback

You wrote a clear and well-organised email. You included the main points required in the task: the project is falling behind schedule, the reason is that one analyst is sick, and you proposed an action plan to catch up. You also included the next update, which is very important.

To improve, remember that the task asks for more than 100 words, and your text is a little short. You could develop the action plan more by explaining how the team will prioritise tasks or redistribute work. Also, instead of "discuss the advance," it sounds more natural to say "discuss the progress." Try not to repeat "new project" too many times.

Speaking

18/20 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.