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Final Mark: 93 /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

18/20 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. (8/10 pts)

A. The consultant created the new timeline. (who) *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 are going to review the budget again.**

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

→ **The supplier is visiting on 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 that 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.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.

Listening

13/15 pts total

7) Listen to the audio and complete the notes with specific information. (7/7 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 **3 pm**.
- E. Adam says he will call Juan back in **24 hours** to confirm.

Conversation 2

- F. Abdul has a very important **conference** in **10** minutes.
- 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. 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. T** Both Adam and Abdul ask the caller to contact someone else.

Writing

17/20 pts total

9) Choose ONE of the following prompts and write more than 100 words. (17/20 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.

I work in the Controllershship area, where we have to do monthly accounting close activities and have strict deadlines to meet. To stay organized, we use a checklist that includes all team tasks and each task is assigned to a specific person. This month, we received unexpected requests from the global team that required immediate attention. We had to pause some of our regular activities and focus on those requests. First, the supervisors discussed the situation and aligned priorities. Then, we coordinated with the team and redistributed the work. My team is very cooperative and always is ready to help, so we successfully completed the request on time.

Feedback

You wrote a clear and relevant response that answers Option C well. You explained the context, the problem, how the team reorganised the tasks and the final result. Your vocabulary is appropriate for a professional context, especially expressions such as strict deadlines, checklist, unexpected requests, aligned priorities and redistributed the work.

To improve, try to develop the final result a little more and include a short reflection on what the team learned from the experience. Also, be careful with word order: instead of "always is ready to help," you

should write “is always ready to help.” You could also say “the global team” and “the requests” to make the text more natural.

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 give an 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.