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Final Mark: 98/100

Level: Advanced

Company: Merck

Vocabulary (10pts total) 10/10

1- Choose the correct word from the box to complete the sentences.

There are words you do **not** need to use.

attend – delegate – handle – elaborate – postpone – notify – resolve –
allocate – approve – confirm – review

- a. The manager asked the assistant to **notify** the client about the delay. ✓
- b. Before making a final decision, the team needs to **review** the data carefully. ✓
- c. Due to unexpected issues, they decided to **postpone** the meeting until next week. ✓
- d. The supervisor will **approve** the new project once all the details are clear. ✓
- e. He is very good at **handling** difficult situations at work. ✓
- f. The purpose of the meeting was to **brief** the main points of the proposal. ✓
- g. She had to **delegate** tasks to her team in order to meet the deadline. ✓
- h. After a long discussion, they finally managed to **resolve** the problem. ✓
- i. Please **confirm** your attendance by the end of the day. ✓
- j. The company plans to **allocate** more resources to this department. ✓

Grammar (20pts total) 20/20

2- Identify whether the verb in each sentence is Transitive (T) or Intransitive (I). (10pts) 10/10

- a. She bought a new laptop yesterday. T ✓
- b. He handled the situation very well. T ✓
- c. The baby slept peacefully. I ✓
- d. They arrived late to the meeting. I ✓
- e. He fixed the issue immediately. T ✓
- f. We discussed the problem for hours. T ✓
- g. The dog barked loudly. I ✓
- h. They laughed at the joke. I ✓
- i. She wrote an email to the client. T ✓
- j. The company grew rapidly last year. I ✓

3- Identify the Direct Object (DO) and Indirect Object (IO) in each sentence. (5pts) 5/5

- a. She gave me a gift.
→ IO: me DO: a gift ✓
- b. The teacher sent the students an email.
→ IO: the students DO: an email ✓
- c. I showed her the results.
→ IO: her DO: the results ✓
- d. He offered them some advice.
→ IO: them DO: some advice ✓
- e. We brought our teacher a present.
→ IO: our teacher DO: a present ✓

4- Complete the table for each sentence (5pts) 5/5

Sentence	Verb Type (T/I)	Direct Object	Indirect Object
1. She gave her friend a gift. ✓	T	A gift	Her friend
2. The dog barked loudly. ✓	I	-----	-----

Sentence	Verb Type (T/I)	Direct Object	Indirect Object
3. He wrote an email to his manager. ✓	T	An email	His manager
4. The baby slept all night. ✓	I	-----	-----
5. They offered him a job. ✓	T	A job	Him

Reading (15pts total) 15/15

Read the following text:

The Impact of Artificial Intelligence on the Modern Workplace

Artificial Intelligence (AI) is transforming the modern workplace, bringing both opportunities and challenges. As companies increasingly integrate AI into their operations, it's important to understand its potential impact on various aspects of work.

AI can significantly enhance productivity by automating repetitive tasks. For instance, AI-powered software can handle data entry, scheduling, and even customer service inquiries through chatbots. This automation allows employees to focus on more complex and creative tasks, thereby increasing overall efficiency.

Moreover, AI can improve decision-making processes. By analyzing large datasets quickly and accurately, AI systems can provide insights that might be missed by human analysts. This capability is particularly valuable in areas such as marketing, where understanding consumer behavior and trends can lead to more effective strategies.

However, the rise of AI also raises concerns about job displacement. While AI can create new roles, particularly in tech development and maintenance, it may render certain jobs obsolete. For example, roles that involve routine tasks are at high risk of being automated. Companies need to invest in retraining programs to help employees transition to new roles that require more advanced skills.

Another challenge is ensuring ethical AI use. AI systems can perpetuate biases present in the data they are trained on, leading to unfair treatment of individuals or groups. It's crucial for companies to implement ethical guidelines and regularly audit AI systems to mitigate these risks.

Despite these challenges, AI offers significant benefits for employee collaboration. Tools like AI-driven project management software can streamline communication and coordination within teams, especially in remote work settings. These tools can assign tasks based on individual strengths, track progress, and predict project outcomes, making team collaboration more efficient and effective.

In conclusion, while AI is set to revolutionize the modern workplace, its successful integration requires careful planning and consideration. Companies must balance the benefits of increased efficiency and improved decision-making with the challenges of job displacement and ethical concerns. By doing so, they can harness the power of AI to create a more dynamic and productive work environment.

5- **Choose the correct answer for each question.** (7pts) 7/7

- a. What is one way AI can enhance productivity in the workplace?
- i. By hiring more employees
 - ii. By automating repetitive tasks ✓
 - iii. By reducing work hours
 - iv. By increasing salaries
- b. How can AI improve decision-making processes?
- i. By reducing the need for meetings
 - ii. By analyzing large datasets quickly and accurately ✓
 - iii. By hiring data analysts
 - iv. By automating customer service
- c. What is a potential negative impact of AI mentioned in the text?
- i. Increased workload
 - ii. Job displacement ✓
 - iii. Lower productivity
 - iv. Decreased innovation
- d. What is crucial for companies to implement to ensure ethical AI use?
- i. Higher salaries
 - ii. Ethical guidelines ✓
 - iii. More meetings
 - iv. Longer work hours
- e. What kind of roles are at high risk of being automated according to the text?

- i. Creative roles
 - ii. Routine task roles ✓
 - iii. Management roles
 - iv. Research roles
- f. How can AI-driven project management software benefit teams?
- i. By reducing salaries
 - ii. By streamlining communication and coordination ✓
 - iii. By increasing work hours
 - iv. By hiring more team members
- g. What do AI systems need to avoid unethical outcomes?
- i. More data
 - ii. Ethical guidelines and audits ✓
 - iii. Higher budgets
 - iv. More employees

6- Answer the following questions based on the text, using your own words. (3pts) 3/3

- a. How does AI help in marketing according to the text? AI helps in Marketing by understanding consumer behaviour and trends to develop more effective marketing strategies. ✓
- b. What is a suggested way to address job displacement caused by AI? It is suggested to invest in retraining programs to help employees transition to more advanced roles. ✓
- c. Why is it important for companies to regularly audit AI systems? It is important to mitigate risks and ensure ethical use ensuring compliance. ✓

7- **Determine whether the following statements are true or false.**

(5pts) 5/5

- a. AI can handle data entry, scheduling, and customer service inquiries. T ☒
- b. AI always eliminates the need for human analysts. F ☒
- c. Companies do not need to invest in retraining programs for employees affected by AI automation. F ☒
- d. AI can streamline communication and coordination within teams, especially in remote work settings. T ☒
- e. AI systems can perpetuate biases present in the data they are trained on. T ☒

Listening (15pts total) 14/15

8- **Choose the correct option** (8 pts total) 7/8

- a. Why does William's phone might be fixed?
 - i. He has been away for too long. ☐
 - ii. He was caught taking credit for an idea. ☐
 - iii. There are serious complaints about him. ☒
- b. What did Susanne notice about the meeting notes?
 - i. Her name wasn't mentioned. ☒
 - ii. They gave him all credit for the idea. ☐
 - iii. John had no involvement in the discussion. ☐
- c. How did Susanne react when she was not recognized for her idea?
 - i. She quit her job immediately. ☐
 - ii. She was angry but couldn't do anything. ☒
 - iii. She complained to HR. ☐
- d. What happened when Susanne's project started?
 - i. She was moved to another task. ☒
 - ii. She became the project manager. ☐
 - iii. She was promoted. ☐
- e. How did people behave in meetings with John?
 - i. They shared their ideas openly. ☐
 - ii. They were afraid to speak. ☒
 - iii. They frequently argued with him. ☐
- f. Why was it difficult to report John?

- i. He was too powerful in the company. ✓
- ii. There were no formal reporting procedures.
- iii. No one believed the complaints.
- g. What does Kiera say about John's ideas?
 - i. He always came up with them alone.
 - ii. He had great vision, but others contributed too. ✓
 - iii. He wasn't creative at all.
- h. What is happening now regarding John's behaviour?
 - i. The company is ignoring the issue.
 - ii. A full investigation is being conducted. ✓
 - iii. He is returning to his position.

9- **Fill the gaps with 1-3 words missing** (7pts total) 17

- a. I knew he was away but I thought it was for **personal reasons**. ✓
- b. He was always **boasting** and **threatening** to fire people. ✓
- c. Susan was **open** to **nothing** else. ✓
- d. There was zero **recognition** of her contribution. ✓
- e. It's almost impossible to **penetrate** people who are **as high up** as John is.
- f. The bigger problem was that you could be in his **good books** and then suddenly... ✓
- g. I suppose a lot of **rumor** stories **beginning** **at** **night**. ✓

Writing (20pts total) 20/20

Choose **ONE** of the following options. Write between **200-250** words.

- A. Write an email to a client explaining a delay in the delivery of a software update. Include reasons for the delay, an apology, and the new expected delivery date.
- B. Write the minutes of a team meeting where the main topics discussed were the upcoming product launch, marketing strategies, and task assignments. Summarize the key points and action items.
- C. Write a job performance review for a team member, highlighting their achievements, areas for improvement, and setting goals for the next quarter.

Speaking (20pts total) 19/20

Answer the questions the teacher will ask you.

End of Module Oral Evaluation	
Topics:	Accuracy: 5
	Pronunciation: 5
	Fluency: 5
	Vocabulary: 4
Final Grade: 19/20	

Writing (Option A)

Subject: Update on software update delivery timeline

Dear Agustina Felgueras,

I am writing to inform you about a delay in delivering the upcoming software update. We understand the impact delays can have on your plans, and I want to share what happened and how we are addressing it.

Unfortunately, we had an issue with a third-party component and for that reason we have increased dedicated engineering and quality assurance resources to finish the remaining work.

The updated delivery date is **May 15th, 4pm**. We will also schedule a brief kickoff call to review the rollout plan and mitigate any potential disruption for your teams. Your feedback is welcome at any stage.

I sincerely apologize for the inconvenience this delay may cause your team. We are committed to delivering a high-quality update and will keep you informed of any changes to the timeline.

Find below the next steps:

- We will provide daily status updates until delivery.
- If you have any critical deadlines, please share them and we will adjust our plan where possible.
- We remain available for a call to review the changes included in this update and answer any questions.

Thank you for your understanding and continued partnership.

Best regards,

Mariano Veltri ✉

