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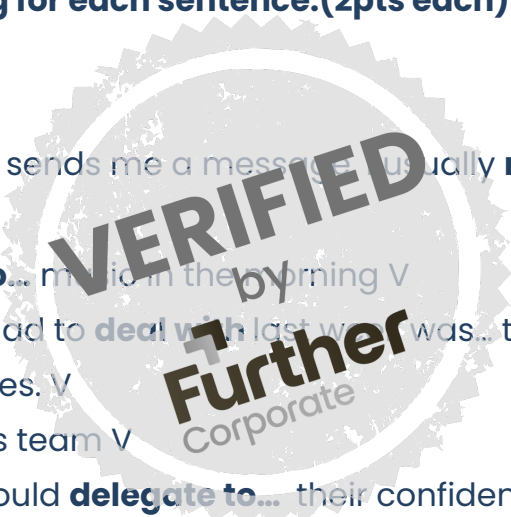
Final Mark: 82/100

Level: A2

Company: Accenture

Vocabulary (10pts total)

Write a logical ending for each sentence. (2pts each) **8Pts Obtained**

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1. When someone sends me a message, I usually **respond to...** owner of email. VX
 2. I like **listening to...** music in the morning V
 3. One problem I had to **deal with** last week was... the delivery deadline with my colleagues. V
 4. I **believe in...** this team V
 5. A good boss should **delegate to...** their confident person VX

Grammar (20pts total) **16Pts Obtained**

A- Use the correct form of the verbs in brackets (2pts each)

1. If the weather ____be____ (be) nice this weekend, we ____will go____ (go) for a walk. (first) XV
2. If I ____have____ (have) a better job, I _would buy____ (buy) a new car. (second) XV

3. If she __don't call__ (not call) me tonight, I __won't send__ (send) her a message. (first)XV
4. If we __live__ (live) in the countryside, we __would have had__ (have) a big garden. (second)XV
5. If you __practise__ (practise) every day, you __will improve__ (improve) quickly. (first)V

B. Change the sentences into reported speech(2pts each).

1. "I am tired," Tom said.
Tom said that he was tired V
2. "I like chocolate," Sarah said.
Sarah said that she liked chocolate V
3. "We live in London," they said.
They said that They lived in London V
4. "I can swim," Peter said.
Peter said that he could swim V
5. "I saw John yesterday," Mark said.
Mark said that he had seen John yesterday V

Reading (15pts total) 15Pts Obtained

To: Grace Yang

Date: 6 September

Subject: Invitation to job interview

Dear Grace,

Thank you for your application for the position of sales manager.

We would like to invite you for an interview at 10 a.m. on Monday 21 September at our offices at The Shard, 32 London Bridge Street, London.

You will meet with our head of sales, Susan Park, and the interview will last for about 45 minutes. During this time, you will have the opportunity to find out more about the position and learn more about our company.

Please bring your CV and references to the interview. You will also need to show a form of ID at reception to receive a visitor's pass. Please ask for me as soon as you arrive.

If you have any questions or if you wish to reschedule, please call me on 555-1234 or email me by 12 September.

I look forward to meeting you.



Best regards,

Anna Green

Human Resources Assistant

A- Multiple choice (2pts each)

1- What job did Grace apply for? V

Head of sales

Sales manager - x

Sales assistant

Human resource assistant

2- When is the job interview? V

6 September

12 September

21 September - x

22 September

3- How long will the interview take? V

Under an hour- x

Just over an hour

Over two hours

A day

4- What does Grace need to bring to her interview? V

Her CV

Her references

Her ID

All of the above - x

**5- Who should Grace ask for at reception? V**

The reception manager

Susan Park

Anna Green - X

Grace Yang

B - Use the words to complete the sentences (1Pt each)

Sales - Resources - Last - Invite - Shard

1. The main purpose of the email is to __invite__ Grace for a job interview.
V
2. The interview will be at their offices at The __Shard__ . V
3. Susan Park is their head of __Sales__ . V
4. Anna Green is their human __resources__ assistant. V
5. The job interview will _last___ for about 45 minutes. V

Listening (15pts total) 15Pts Obtained**A- Multiple choice (2pts each)****1- Diana can't come to class because ... V**

she has a different class.

she has a mid-term exam.

she has a doctor's appointment -

2- For homework, she has to read ... V

chapters 17, 18, 19 and 20.

chapters 17, 19 and 20. - x

chapters 17 and 20.

3- The articles and video are available ... V

online. -x

via email.

in the library.

4- The deadline for the homework is ... V

Wednesday.

Friday. -x

Sunday.

5- The teacher can give Diana the practice test ... V

on Friday.

by email. -x

after the mid-term exam.

B- Put the words in order to make sentences (1pt each)

1- To class. - Sorry - but - I - I'm - can't come

I Sorry, but I can't come To class. V

2- Assignment? - Can - the homework - me - give - you

Can you give me the homework Assignment? V

3- read - to - You need - chapters 17 - 20

You need read to chapters 17 - 20 V

4- do? - I - should - what

What I should do? X

5- post - online. - the - I'll - links

I'll post links the online. V

Writing (20pts total) 15Pts Obtained

Your friend was recently promoted to a management position and is having some issues dealing with workplace conflict, they have asked for your advice on the matter.

In an email of around 80 words Tell them:

- How you usually handle conflict.**
- How they could benefit from successfully handling conflictive situations**
- Give an example of a case in which you or someone you know successfully dealt with this type of situation.**

Hello my dear friend!

I Understand that you is having some issues dealing with workplace conflict. I send this mail for help you, in my case, also I had same problem , but the resolved this form:

1. See o ear the problem/disagreement
2. Try to see the solution, in a calm way and understand the point of view of person, you could show to empathy and validate the opposing position.
3. You should propose solutions with conditions, for example: "If you agree to X, I can do Y"
4. Negotiation if presented, find the middle point.
5. Confirm the pact o possibility this in the moment or date acorded.

This way it is benefit for both parties, getting a accord

For example:

Juan he didn't agree the date the deadline delivery, He manifest this problem a your manager, the manager evaluate the situation and understended that limit very adjust.

The manager propuse if he completed the tasks this week, the manager extend the deadline.

Speaking (20pts total) 13Pts Obtained

You have been invited to a podcast named "workplace of today" The host wants you to share an experience in which you handled a workplace conflict. Tell the anecdote and share what you learned from it.

