

Student Name: **Cecilia Ornella Meneghini**

Final Mark: 88/100

Level: A2

Company: Accenture

Vocabulary (10pts total) 10Pts Obtained

Write a logical ending for each sentence.(2pts each)

1. When someone sends me a message, I usually **respond to... my boss.**
V
2. I like **listening to... my coworkers talking about technology. V**
3. One problem I had to deal with last week was... **the item's deadline. V**
4. I **believe in... myself. V**
5. A good boss should **delegate to... my employees when it's useful. V**

Grammar (20pts total) 19Pts Obtained

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

1. If the weather _____ **is** _____ (be) nice this weekend, we _____ **will**
go _____ (go) for a walk. (first) V
2. If I _____ **had** _____ (have) a better job, I _____ **would buy** _____
(buy) a new car. (second) V
3. If she _____ **don't call** _____ (not call) me tonight, I _____ **will**
send _____ (send) her a message. (first) XV
4. If we _____ **lived** _____ (live) in the countryside, we _____ **would**
have _____ (have) a big garden. (second) V

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. V

Tom said he was tired.

2. "I like chocolate," Sarah said. V

Sarah said she liked chocolate.

3. "We live in London," they said. V

They said they lived in London.

4. "I can swim," Peter said. V

Peter said he could swim.

5. "I saw John yesterday," Mark said. V

Mark said he had seen John yesterday.

Reading (15pts total)



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 the interview? V

Her CV

Her references

Her ID

All of the above x

5- Who should Grace ask for at reception? X

The reception manager

Susan Park x

Anna Green

Grace Yang

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

Sales - Resources - Last - Invite - Share

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) 13Pts 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 x

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 X

Sorry I can't come, I'm to class.

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

Can you give me the homework assignment?

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

You need read chapter 17-to-20.

4- do? - I - should - what V

What should I do?

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

I'll post the links online.

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 answer them.

-How you usually handle conflict.

-How they could benefit from some tips on handling conflictive situations

-Give an example of a case in which you or someone you know successfully dealt with this type of situation.

Dear friend,

Congratulation for your promotion. I know how much you work for this.

To resolve your new issue. I can tell some interesting data. You must listen to issues. Next, you can try to do some questions for find a solution. There are different points of view, it's important understand each one. Fox example, if an employee wants an increase in salary. And she said it's because increased the sales and clients' quantity. But the company don't be interested on promotions. You can try to find something in the middle like as a little increase and the responsibility to check a better solution on future and everyone be happy without stress.

Good luck with the new responsibilities. Have a nice week!

Regards.

Ornella.

Speaking (20pts total) **18Pts 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.

