

REVIEW TEST

PJI2A

Intelligent Business: Unit 14 – Training

Name:			
Teacher:		TOTAL (60 points to pass)	MARK
Number of points (max. 100 points)			
I. Listening:		III. Grammar:	
II. Vocabulary:		IV. Translation:	

I. Listening: (max. 20 points) points

II. Vocabulary: (max. 34 points) points

A. Translate the following expressions into English: (2 points each)

specializované kurzy vyvinuté zkušenými školiteli – _____

mít úzké vazby na úsekové ředitele – _____

vzít si na starost problematiku špatné docházky – _____

vzbudit zájem účastníků kurzu (1 word) o případovou studii – _____

ryzí a všestranně rovnostářský přístup – _____

chopit se příležitosti a vznést otázku – _____

upravit kurzy vnitropodnikového školení na míru – _____

vydávat rozkazy shromážděným začátečníkům – _____

B. Write expressions the following definitions refer to: (2 points each)

- the work of keeping an accurate record of the accounts of a business:
- a company that expanded its operations worldwide, became a multinational company and runs its subsidiaries in a number of countries all around the world:

C. Complete the sentence with one of the following phrases; translate the selected phrase: (2 points each)

**PAYROLL, DOZEN, TUTOR,
PREMISES, VIRTUE, AFTERMATH**

- The American economy has to deal with the _____ of the financial crisis.

In Czech or Slovak: _____

- Students were assigned a _____ to consult their study matters with them.

In Czech or Slovak: _____

- The _____ includes all the employees and others who get a salary from us.

In Czech or Slovak: _____

D. Complete the sentences with correct forms of the following verbs; some verbs are not used: (1 point each)

**ASCERTAIN – UPDATE – GET ON TO – STICK TO
ACT OUT – SCHEDULE – ENROL – OBEY**

- The roles must _____ carefully and honestly.
- I decided _____ for the course on the development of economic theories.
- I'd like you _____ all your colleagues on the training course you attended.
- The classes _____ for all members of junior management.

E. Complete each sentence with a word made from the word given in brackets. (1 point each)

- Management issues include for instance crisis management or _____ planning. (**SUCCEED**)
- It must be _____ that we are a successful company. (**KNOW**)
- People will believe you if you speak _____. (**CONVINCE**)
- You'll have to sell more to be given an _____ commission. (**ADD**)

III. Grammar: (max. 30 points)

points

A. Fill in the gaps with a suitable preposition or adverbial, if necessary: (1 point each)

1. You should empower _____ your subordinate to make some decisions for you.
2. I'll never sign up _____ such a class.
3. Tom always has little good to say _____ his boss.
4. The BBC analyzed responses _____ a standard questionnaire.
5. How would you feel _____ participating _____ a role-play session?
6. What does your report refer _____?

B. Rewrite the sentences with the given words so that they mean the same as the original ones; try to use the most suitable future form: (3 points each)

1. John invested all his money although his financial situation wasn't very good.
In spite of _____, John _____.
2. I went to bed early so that I would be able to get up at 5 a.m.
I went to bed early to _____.
3. You weren't at home yesterday so I didn't visit you.
I _____ if you _____.

C. Put the **VERBS** and other words in brackets into their correct forms, add prepositions, particles or auxiliary verbs if necessary. You may need to use the passive forms of the verbs: (1 point each)

Training courses enhance the employees' effort _____ (**LEARN**, **COPE**) various situations at work. They _____ (**TRAIN**, **PREPARE**) stressful as well as unpleasant situations. A good employee should _____ (able, **IMAGINE**, **USE**) new approaches at work and training should _____ (**HELP**, they, **ACHIEVE**) this. Many people _____ (recent, **PRACTISE**, **BE** responsible) many areas but they rarely succeed without proper training. Despite _____ (**RECOMMEND**, **TAKE**) courses, consulting firms also suggest _____ (**INVITE**, staff, **OBSERVE**) real decision-making within a company. The management should not _____ (**MAKE**, workers, **ENROL**) these classes but ideally the employees would _____ (**DEMAND**, **VOLUNTEER**, **TAKE PART**) them.

D. Choose suitable words or phrases that can complete each sentence. The number of correct answers is 0 – 4.

(2 points each)

1. The manager resigned _____ she was accused of fraud.
A: since
B: because
C: despite
D: as
2. The manager resigned _____.
A: despite of being innocent
B: even though of being innocent
C: in spite of that she was innocent
D: although her innocence
3. The person _____ is my boss.
A: , who you met last Monday,
B: you met on Wednesday
C: , that you met on Sunday,
D: who met you on Tuesday

IV. Translation: (max. 16 points)

points

Translate the following sentences into English: (8 points each)

Je v zájmu všech převzít plnou odpovědnost za zlepšování klíčových dovedností zaměstnanců, protože oni potom budou pociťovat osobní význam dosaženého úspěchu a jejich uspokojení z práce vzroste.

Tato firma poskytuje rady ohledně vhodného školení a také nabízí praktické zkušenosti od začátečnické po expertní úroveň, což má účastníkům umožnit aplikovat získané znalosti na své pracovní životy.