

## Unit Test 12

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Answer all thirty questions. There is one mark per question.

### VOCABULARY: PROJECT MANAGEMENT

#### 1 Complete these sentences with the pairs of verbs.

face + take / celebrate + keep / set + make / return + give / attend + check / get + feel / make + conflict / reach + ensure
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- 1 \_\_\_\_\_ sure departmental goals don't \_\_\_\_\_ with overall company goals.
- 2 \_\_\_\_\_ the milestones and \_\_\_\_\_ morale up.
- 3 \_\_\_\_\_ meetings and \_\_\_\_\_ that results are being produced.
- 4 Be prepared to \_\_\_\_\_ setbacks when you \_\_\_\_\_ on a project.
- 5 At the very start, \_\_\_\_\_ goals and \_\_\_\_\_ decisions with the whole team.
- 6 To \_\_\_\_\_ through a project is hard work and there are times when you'll \_\_\_\_\_ discouraged.
- 7 Try to \_\_\_\_\_ a consensus every time to \_\_\_\_\_ teamwork.
- 8 The measure of success is whether the client will \_\_\_\_\_ and \_\_\_\_\_ you repeat business.

**2 Write the letter of these words and phrases next to the sentence containing an underlined word or phrase with the same meaning.**

- a stick to
- b loss of face
- c frank
- d communication
- e underachievers
- f annoying
- g praised
- h constraining

- 9 On my last job I got stuck with a bunch of low performers. \_\_\_\_\_
- 10 On the other hand, it's nice when your work is noticed and complimented. \_\_\_\_\_
- 11 You can't always meet deadlines – but don't make a habit of it! \_\_\_\_\_
- 12 There are some cultures which don't take risks in order to avoid being seen to have made a mistake. \_\_\_\_\_
- 13 He has some really irritating habits. \_\_\_\_\_
- 14 Overly restrictive policies can have an adverse effect on flexibility. \_\_\_\_\_
- 15 To be perfectly honest, I don't think it'll be finished on time. \_\_\_\_\_
- 16 Interaction and people skills are not something a technical expert will necessarily have. \_\_\_\_\_

## BUSINESS SKILLS: TELECONFERENCES

**3 Each phrase has the same letter missing. What is it?**

17 K\_\_\_\_\_p an \_\_\_\_\_y\_\_\_\_\_ on the clock.

18 H\_\_\_\_\_ve we \_\_\_\_\_ll h\_\_\_\_\_d \_\_\_\_\_ copy of the \_\_\_\_\_gend\_\_\_\_\_?

19 I' \_\_\_\_\_ just take a ro \_\_\_\_\_ ca \_\_\_\_\_.

20 Did w \_\_\_\_\_ g \_\_\_\_\_ t f \_\_\_\_\_ dback?

21 I'll g \_\_\_\_\_ ver it \_\_\_\_\_ ne m \_\_\_\_\_ re time.

22 There some ru \_\_\_\_\_ es and guide \_\_\_\_\_ ines to fo \_\_\_\_\_ ow.

**4 Write in the missing words in this teleconference.**

A: OK. Let's (23)s \_\_\_\_\_ shall we? (24)A \_\_\_\_\_ today's conference are our two colleagues in the Rio office. Can you hear us?

B: Yes thanks.

A: And Otto Peterson is also (25)j \_\_\_\_\_ us from the Cairo project. He's the Chief Engineer there.

C: Hello.

A: Here in Seattle, there's myself and Christine Emerson from R&D who I think you all know. Any (26)q \_\_\_\_\_ before we begin?

C: May I ask one?

A: Sure, go (27)a \_\_\_\_\_ Otto.

C: Did everyone receive a copy of my most recent report? I sent it on to head office for forwarding but I just wanted to check...

*[Later in the meeting]*

A: So could we go over the action (28)p \_\_\_\_\_ one more time? So I can just check who's doing (29)w \_\_\_\_\_.

B/C: Sure.

A: Is it (30)c \_\_\_\_\_ to say that Christine will be in charge of the trials?