

Unit Test 8

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

VOCABULARY: CONSULTANTS

1 Match the verbs with the words or phrases. Write a letter next to the verb.

1 improve ____

2 walk away ____

3 take ____

4 run ____

5 restate ____

6 make ____

7 don't create ____

8 reach ____

9 start out ____

10 agree ____

a it or leave it

b from the negotiation

c terms and conditions

d this by my boss

e with your largest concession

f ill-will

g concessions

h overall performance

i your position

j an agreement

LANGUAGE REVIEW: MULTIWORD VERBS

2 Choose one word from each box to complete each sentence. You may use a word more than once.

to / get / is / keep	up / take / jack / off / pare / bring	in / to / out / back / with / on / the / off
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- 11 I simply can't _____ the speed of changes in IT.
- 12 It _____ entirely _____ you to decide I'm afraid.
- 13 We need _____ about thirty more people to cope with this order.
- 14 They'll have _____ their spending over the next six months.
- 15 At this rate, we'll never _____ this project _____ ground.
- 16 I'd like _____ a personal loan please.
- 17 She's decided _____ her job and set up as a consultant.
- 18 You've really started _____ this new job, haven't you?
- 19 I think we need _____ this person _____ the job – he's hopeless!
- 20 We're going _____ a new range of products for next year.

BUSINESS SKILLS: SALES NEGOTIATIONS

3 Replace the underlined words and phrases in the email below with these words and phrases. Write the corresponding number in the brackets().

21 to draw your attention to the fact

22 agree to

23 Following

24 working

25 are able

26 described

27 Should

28 require

29 I'd be grateful if you would

30 With regard to

Further to() our meeting last Tuesday, we would be happy() to accept() the terms and conditions outlined() in more detail in the attached document. Regarding() payment terms, these remain as agreed. Where delivery charges are concerned, we need to point out() that these would change according to the size of order. These are based on company policy. Please() confirm the agreement and any immediate orders in writing. If() you need() any further information, please do not hesitate to contact me.

On behalf of me and my company, we look forward to doing business() with you.