

Unit Test 15

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

LANGUAGE

1 Rewrite the direct speech as reported speech with the words given.

1 'He was here yesterday.'

She said that _____.

2 'I'm here all day.'

He said that he _____.

3 'They're working on it.'

They said _____.

4 'I've been to the factory twice before.'

Bill said _____.

5 'We'll see how it goes.'

They said _____.

6 'Can I have a pay rise?'

He asked _____.

7 'We'll give you sole exclusivity.'

The company agreed _____.

8 'I made a big mistake.'

She admitted _____.

9 'You should take the job.'

They advised us _____.

10 'Would you accept 10% more?'

They _____.

VOCABULARY

2 Complete the sentences with the word in bold. Change the form of the word where appropriate.

manage

- 11 I work as a _____ in a supermarket.
- 12 _____ consultancy is a lucrative area to get into.
- 13 They said I didn't have enough _____ experience.

regulate

- 14 A new _____ body set up by the government will monitor TV commercials shown before 9pm.
- 15 There are so many rules and _____ nowadays that it's become really hard for small businesses to employ people.

consult

- 16 Certain accounting firms are banned from carrying out certain _____ and legal services.
- 17 The document has been prepared in _____ with a number of leading experts from industry and the business world.

finance

- 18 I really don't know how we're going to be able to _____ this new venture.
- 19 This is my colleague who deals with all the _____ matters.

strategy

- 20 This is something which really needs to be discussed at a _____ level.

knowledge

- 21 I really wish I'd _____ about all this.
- 22 The problem is that none of us are experts in this field. We need to bring in someone really _____ in the area of restructuring.

CAREER SKILLS

3 Two people are discussing a member of staff. Write in the missing words below.

In short / bottom line / suggested telling / What / trying to / recommend / finally agreeing / refusing to

A: So how did it go with Nigel?

B: (23) _____ he wants us to do is give him more responsibility. He says he's been doing the job for six months and he's ready for more of a challenge.

(24) _____, he's asking us to promote him.

A: To what? Anyway, the (25) _____ is that we don't have any vacancies higher up. I (26) _____ we keep him there another six months then review it again.

B: Well I think what he was (27) _____ say was either promote me now or I'll go.

A: Did he actually say that?

B: No, he actually (28) _____ you that he was ready to be made a manager.

A: So in short he's (29) _____ stay where he is.

B: Well our conversation ended with us (30) _____ to meet again next week. So we have a few days to think about it...