

Unit Test 2

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

VOCABULARY: TRAINING

1 Complete the sentences with the correct form of the word in bold.

train

- 1 We have a large _____ department which is actually part of Human Resources.

train

- 2 The trainer says she is still waiting for one or two _____ to arrive.

evaluate

- 3 Could you fill-in this self-_____ form before you meet with your line manager to discuss it?

assess

- 4 We're currently _____ the situation and will get back to you.

- 5 The _____ team are here from head office.

consult

- 6 The final recommendations have been draw up in _____ with a group of leading experts from Canada.

instruct

- 7 Listen carefully to the _____ - he'll tell you what you need to do.

participate

- 8 They're faxing the list of _____ through to us now.

- 9 Thank you for your _____ at the event. It was most appreciated.

coach

- 10 I'd like you to see me more as a friend, mentor and _____ than as your boss.

LANGUAGE REVIEW: MULTIWORD VERBS

2 Underline the correct word in brackets in these multi-word verbs.

- 11 I didn't enjoy university. I dropped (off / out / in) after the first year.
- 12 Instead I set (up / out / on) my own company.
- 13 I believe that breaking it (off / up / down) into manageable chunks really helps them learn.
- 14 They've broken (away / up / down) as a separate company.
- 15 He's putting me (on / up / through) the company's 'new talents' fast track scheme.
- 16 She's really falling (behind / off / down) with her work. Should I have a word?
- 17 R & D have been looking (after / forward / into) the causes but haven't come up with any answers yet.
- 18 She spent all night trying to bring the subject of Ralph (on / into / out) the conversation.
- 19 Some MBAs aren't all they're hyped (out / off / up) to be.

SKILLS: CLARIFYING AND CONFIRMING

3 Replace the underlined words with a-g. Write the letter at the end of the sentence.

a repeating

b correct

c make sure

d exactly

e explain

f meant

g let me just

20 Not quite. It's a little more complex than that. _____

21 Let me see if I understood you correctly. _____

22 Is that right? _____

23 Actually, what I said was that... _____

24 I'd like to confirm that please. _____

25 Would you mind going over that again? _____

26 Can you clarify what you mean by that? _____

SKILLS: WRITING EMAILS

4 Re-write these sentences more formally starting with the words given.

27 Just a reminder about the meeting this Friday...

I am just writing _____

28 and it's in Room 3.

and to inform _____

29 Is that OK with you?

Please confirm _____

30 See you there.

I look _____