

Unit Test 6

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

VOCABULARY: EXPRESSING VIEWS

1 Read this discussion. Write in the missing words.

A: Let's be (1)h _____ about this. The bottom (2)l _____ is that if we don't lose some staff we're going to be at this same meeting next year discussing bankruptcy. The (3)t _____ has come for some radical action.

B: I absolutely (4)a _____. Responsibility to our employees and the company's survival are two sides of the same (5)c _____.

C: But at which plant do we begin making redundancies?

A: If I (6)h _____ to choose, I'd say the Bramhall factory.

B: Yes. Let's (7)f _____ it, the problems all started there. It's because we've tried to save jobs there for so long that this has blown up. At the (8)e _____ of the (9)d _____ it all comes (10)d _____ to efficiency – and the Bramhall plant is not efficient anymore.

LANGUAGE REVIEW: MULTIWORD VERBS

2 Underline the correct word in brackets.

- 11 Let's set (off / up / out) what we expect from these talks.
- 12 He never shies (off / away / of) from publicity.
- 13 We'll be phasing (off / out / by) use of child labour in the next year.
- 14 The government expects other companies to follow (lead / example / suit).
- 15 The Minister is being held to (account / responsibility / speak) over the affair.
- 16 The group was set (off / up / out) last month to look into the case.
- 17 It falls (on / into / in) three categories.
- 18 It's always carried (out / off / by) in accordance with safety standards.
- 19 It's too late to back (in / through / out) of the deal now.
- 20 His latest performance has really marked him (up / out / on) as a future leader.

BUSINESS SKILLS: ETHICAL PROBLEM-SOLVING

3 Read the pairs of sentences. The same word is missing in each pair. Write it in.

- 21 In most similar situations, I'd say 'yes'. However, in this _____, I'd say 'no'.
If it were the _____ that he really had a problem, I'd forgive him.
- 22 That's a tricky _____.
On the _____ hand he's right, but on the other hand it isn't realistic.
- 23 You're right. But _____ the same time I have to consider their feelings.
There are a lot of issues _____ play here.
- 24 Seeing _____ they aren't willing to move, we have no choice.
You could argue _____ it won't change anything.

BUSINESS SKILLS: WRITING MINUTES

4 Read sentences 25-30 from a meeting. Complete the second sentences which reports on what was said. Use a verb below, changing the form if necessary.

review / suggest / agree / stress / investigate / discuss

25 'You're right that Eric should have the new role.'

It was _____ that Eric should take on the new role.

26 'So, let's look at it again in a month.'

We will _____ the situation in a month's time.

27 'We need to talk about a number of items.'

A number of items were _____ at the meeting.

28 'I'd just like to underline the importance of punctuality.'

The Chairperson _____ the importance of punctuality.

29 'Our department is happy to look into the proposal.'

Marketing will _____ the proposal.

30 'How about preparing guidelines for staff?'

Martin _____ preparing guidelines for staff.