

# REVIEW TEST

PJI1A

## Intelligent Business: Unit 3 – Teamworking

Name:			
Teacher:		TOTAL (60 points to pass)	MARK
Number of points (max. 100 points)			
I. Listening:		III. Grammar:	
II. Vocabulary:		IV. Translation:	

**I. Listening:** (max. 20 points)  points

**II. Vocabulary:** (max. 34 points)  points

**A. Translate the following expressions into English:** (2 points each)

schopnost dosáhnout společného cíle – \_\_\_\_\_

vrcholný řídicí pracovník ve vysoce výkonné firmě - \_\_\_\_\_

pořádat schůze k získání nejnovějších informací o vývoji – \_\_\_\_\_

pečlivě formulovat otázku na schůzi řešící problémy – \_\_\_\_\_

nabrat nové členy týmu a posílit kolektivního ducha – \_\_\_\_\_

vyžadovat, aby tým splnil/vykonal své úkoly – \_\_\_\_\_

kontrolovat program jednání a udělat zápis ze schůze – \_\_\_\_\_

být oddaný cíli a ochotný sdílet odpovědnost – \_\_\_\_\_

poznat něčí silné a slabé stránky - \_\_\_\_\_

**B. Write expressions the following definitions refer to:** (2 points each)

1. a person who establishes the ground rules for teamwork and makes sure they are respected and whose role in decision-making is neutral:

2. a meeting in which every member comes up with new ideas in order to find a solution to a difficult problem:

**C. Complete the sentence with one of the following phrases; translate the selected phrase into Czech.** (2 points each)

**COMPETENCIES, MORALE, TEAM LEADER, EFFECTIVENES, AGENDA, STAND-UP, DECISION-MAKING, BRAINSTORMING**

1. It is not my fault that the \_\_\_\_\_ is not able to assign tasks clearly.

In Czech: \_\_\_\_\_

2. All the staff came up with interesting ideas at the \_\_\_\_\_ meeting.

In Czech: \_\_\_\_\_

3. Have you studied \_\_\_\_\_ necessary for a successful team?

In Czech: \_\_\_\_\_

**D. Complete the sentences with correct forms of the following verbs; some verbs are not used:** (1 point each)

**PROVIDE – STRENGTHEN– REVIEW– BRING ABOUT  
HOLD – EXTEND– RECRUIT – VIEW**

1. The position of our company on the market has been immensely \_\_\_\_\_ thanks to the launch of RZ 985.

2. Do you have any idea what could have \_\_\_\_\_ the change in his attitude?

3. I am amazed to see how much the way she \_\_\_\_\_ her role in politics has changed.

4. I think that 75% of all meetings should not \_\_\_\_\_ at all.

**E. Complete each sentence with a word made from the word given in brackets.** (1 point each)

1. Not all the \_\_\_\_\_ were satisfied with the programme  
(**PARTICIPATE**)

2. The team suggested extending \_\_\_\_\_ by 5 hours per week.  
(**COVER**)

3. All factor have been taken into \_\_\_\_\_ and this is the verdict.  
(**CONSIDER**)

4. I am sorry I cannot give you more information because the matter is highly  
\_\_\_\_\_. (**CONFIDENT**)

### III. Grammar: (max. 30 points)

points

**A.** Fill in the gaps with a suitable preposition or adverbial, if necessary: (1 point each)

1. The last item \_\_\_\_\_ the agenda is a discussion.
2. New recruits should fit \_\_\_\_\_ the structure of the company.
3. The outcome of the meeting is completely different \_\_\_\_\_ what I expected.
4. As a responsible team member she was concerned \_\_\_\_\_ the team morale.
5. Do we have to report back \_\_\_\_\_ what we saw at the conference?
6. I'm not going to put \_\_\_\_\_ such an unreasonable decision.

**B.** Rewrite the sentences so that they mean the same as the sentence above. (3 points each)

1. I sent her a letter of apology but she still refuses to speak to me. Perhaps it has got lost.  
The letter of apology which I sent her \_\_\_\_\_ .
2. She didn't back up your proposal because you accused her of being incompetent.  
You \_\_\_\_\_ her of being incompetent.
3. We took on 5 new employees but it was not really necessary.  
We \_\_\_\_\_ those 5 new employees.

**C.** Fill the gaps with the correct form of the **VERBS** and other words in brackets: (1 point each)

I wonder why we \_\_\_\_\_ (**HAVE TO, SPEND**) so much time in meetings. The last one, for example, \_\_\_\_\_ (**SHOULD NOT, HOLD**) at all. They \_\_\_\_\_ (**COULD, NOTICE**) us about the changes via e-mail and we \_\_\_\_\_ (**NEEDN'T, STOP**) working just to appreciate what a great idea the Managing Director had come up with. But I admit it \_\_\_\_\_ (**COULD, BE**) much worse. Under the last management we \_\_\_\_\_ (**ALLOW NOT, even, USE**) the Internet and we \_\_\_\_\_ (**COULD, HAVE**) serious problems if we had been caught using phones for personal purposes. Personally, I think some of the previous managers \_\_\_\_\_ (**MUST, BE CRAZY**) and \_\_\_\_\_ (**MIGHT, NEED**) special treatment. But who knows? The current management \_\_\_\_\_ (**MIGHT, END UP, similarly**).

**D.** Choose suitable words or phrases that can complete each sentence. The number of correct answers is **0 – 4**. (2 points each)

1. It is your fault you failed the exam. You \_\_\_\_\_ more.  
A: should have been studied      B: could have studied  
C: ought to have studied      D: can't have studied
2. I cannot find the file. It \_\_\_\_\_!  
A: couldn't been stolen      B: should have been stolen  
C: might have been stolen      D: must have been mislaid.
3. On Fridays the staff \_\_\_\_\_ wear T-shirts and jeans.  
A: are allowed      B: are not able to  
C: can      D: can't

### IV. Translation: (max. 16 points)

points

Translate the following sentences into English: (8 points each)

Přístup, který nahlíží na tým jako na celek složený z jednotlivců a kde úspěch celého týmu závisí na tom, jak jsou členové týmu oddaní plnění svých úkolů, se začíná měnit, protože výkonná spolupráce vyplývá z kombinace individuálních a společných kompetencí.

Mnoho vedoucích pracovníků považuje schůze za ztrátu času a netěší se na ně, protože program jednání není často dobře promyšlen, rozhodovacímu procesu dominují silné osobnosti, vedoucí týmů neposkytují požadované zdroje a způsob, jak zadávají cíle a přidělují úkoly, není zcela jasný.