

Unit Test 3

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

LANGUAGE

1 Complete these sentences with these modals: *can't, should, might, must*

- 1 She didn't do the job properly. She _____ have had enough time.
- 2 He was flying back from a meeting in Paris so he said that he _____ be a few minutes late for our meeting.
- 3 There _____ be a better way to solve this. I can't believe there isn't.
- 4 If you take my advice, you _____ talk to them about their attitude.
- 5 In retrospect, I _____ have done this years ago.
- 6 He's worked from 6am to 10pm today. He _____ be exhausted!
- 7 She _____ have left the office because I just saw her at her desk.
- 8 It's possible that these meetings _____ not be the best use of our time.
- 9 We surely _____ be the only people to have complained about this. I'm sure everyone else must be having the same problems with it.

VOCABULARY

2 Complete each sentence with one word from A and one from B.

A	B
stand-up / team / ground key / egg-timer / common / weekly / team	meetings / updates / points / spirit / rules / goals / meetings / player

- 10 _____ tend to be more productive because people are more concise and to the point.
- 11 _____ mean that nobody speaks for too long.
- 12 He likes to work on his own. He doesn't make a very good _____.
- 13 Lots of praise and encouragement really contributes to the _____.
- 14 I subscribe to a business magazine which also sends me _____ by email.

- 15 A good team will work to accomplish _____ and shared objectives.
- 16 Let's start by establishing some _____ so everyone knows what is and isn't allowed.
- 17 Can you write any _____ from today's meeting down?

3 Underline the correct word in brackets.

- 18 It really annoys me when the chairperson (hogs / attends) the floor for the whole meeting.
- 19 I don't know how you (come / put) up with him on your team. He drives me crazy!
- 20 I'd like us to try and (come / take) up with some solutions today, please.
- 21 We're so looking (on / forward) to seeing you all next week.
- 22 This will be the second time in a row she hasn't (met / done) the deadline.
- 23 The facilitator (makes / plays) a key role in coordinating the team's work.

CAREER SKILLS

4 Match sentences 24-30 with responses a-g. Write your answers here:

- 24 ____
- 25 ____
- 26 ____
- 27 ____
- 28 ____
- 29 ____
- 30 ____

- 24 Can I ask you a question?
- 25 I'm a bit stuck for time. I really need some more people working on this.
- 26 I should be able to finish it on time.
- 27 There's just one thing that worries me. Er...
- 28 How about if we offered bonuses?

- 29 I've had this great idea!
- 30 Do you see any problems with what I've done so far?
- a I'm sure we can work something out.
 - b Tell me more.
 - c Ask away. That's what I'm here for.
 - d Go on, I'm listening. What's wrong?
 - e No, you've done a great job on them.
 - f If anyone can do it, you can.
 - g That's a great idea.