

Unit Test 5

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

VOCABULARY: EMPLOYMENT TRENDS

1 Complete these newspaper headlines with the words below.

Tenure / wage / manual / promotion / mobile / perks / power / teleworking / management
/ stability / atmosphere / service

- 1 THREE HUNDRED MORE _____ SECTOR JOBS TO GO
- 2 FLEXIBLE CONTRACTS TO REPLACE EMPLOYMENT _____
- 3 GOVERNMENT TO INCREASE MINIMUM _____
- 4 EXPANSION OF EU TO INCREASE _____ WORKFORCE
- 5 UNIONS SUFFER DECLINE IN BARGAINING _____
- 6 REPORT SHOWS JOB _____ STILL LESS FOR WOMEN
- 7 LACK OF SKILLED _____ WORKERS LEADS TO HIGHER CHARGES
- 8 MORE MIDDLE _____ POSITIONS CUT AT TTL
- 9 FEWER _____ AND BONUSES FOR FAT CATS?
- 10 OLDER EMPLOYEES LOSE OUT AS _____ OPPORTUNITIES
FAVOUR THE YOUNG
- 11 MUSIC CAN AID FRIENDLY WORK _____ SAYS STUDY
- 12 MIGRATION TO _____ SLOWS AS EMPLOYEES REPORT
FEELINGS OF LONELINESS

LANGUAGE REVIEW: LINKERS AND INVERSION FOR EMPHASIS

2 Re-write these sentences using the words given in brackets.

13 I lost my job and I know the person who took it.

(Not only...but also...)

14 You get a pay rise when you prove yourself.

(Only when...do you...)

15 I have rarely worked harder.

(Rarely...)

16 You shouldn't press delete.

(On no account...)

17 There's been growth this year but we still haven't returned to the levels of two years ago. (Despite...)

18 Many people are moving away because of factory closures in this area.

(As a result...)

BUSINESS SKILLS: RESOLVING CONFLICT

3 Match the two halves of these sentences.

19___ 20___ 21___ 22___ 23___ 24___ 25___ 26___

- 19 Let me see
- 20 From your point of view
- 21 Do I understand correctly that what
- 22 You say we need to spend more.
- 23 Let me make sure
- 24 I'm sorry, I missed that.
- 25 Sorry to have interrupted.
- 26 I see your point but
- a Have I got that right?
 - b Could you please repeat it?
 - c the situation looks like this...
 - d Please go on.
 - e if I follow you.
 - f you're saying is...?
 - g I understand you.
 - h here's how it looks from my angle.

BUSINESS SKILLS: DIRECT EMAILS

4 Re-write these email sentences using the words given to make them less direct and more polite.

27 Where's that report?

I'd / grateful / you / send / report / soon / possible.

28 Here's the report.

Please / attached / copy / report

29 I've been busy

sorry / I've / rather /

30 Send me your comments.

I / forward / receive / your / near future
