

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 – **the ability to achieve a common goal**
nastolit pravidla týmové práce ve vysoce výkonné firmě – **to establish rules of team working in a high-performing company**
pořádat schůze k získání nejnovějších informací o vývoji – **to run/hold meetings to get the latest updates**
pečlivě formulovat otázku na schůzi řešící problémy – **to carefully frame a question at a decision-making meeting**
nabrat nové členy týmu a posílit kolektivního ducha – **to recruit/hire new team members and to strengthen the team spirit**
vyžadovat, aby tým splnil/vykonal své úkoly – **to require the team to accomplish/carry out/do their tasks**
kontrolovat program jednání a udělat zápis ze schůze – **to check/review the agenda and take the minute of the meeting**
být oddaný cíli a ochotný sdílet odpovědnost – **to be committed to a goal and to be willing to share responsibility**
poznat něčí silné a slabé stránky – **to find out/learn about one's strengths and weaknesses**

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

- a person who establishes the ground rules for teamwork and makes sure they are respected and whose role in decision-making is neutral: **facilitator**
- a meeting in which every member comes up with new ideas in order to find a solution to a difficult problem: **brainstorming meeting/session**

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

SETBACK, MORALE, TEAM LEADER, EFFECTIVENESS, AGENDA, TEAM-BUILDING, DECISION-MAKING, BENCHMARK

- These figures are a useful **benchmark** for measuring the company's performance.

In Czech: **___standard, srovnávací kritérium, měřítko___**

- It is very difficult to think of attractive ideas for **teambuilding** activities.

In Czech: **___budování týmu___**

- The results of the elections were a major **setback** for the social democrats

In Czech: **___nezdar, komplikace, překážka___**

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

PROVIDE – CONDUCT – REVIEW – BRING ABOUT

HOLD – EXTEND – RECRUIT – VIEW

- We are **conducting** a survey of consumer attitudes towards organic food.
- Do you have any idea what could have **brought about** the change in his attitude?
- I am amazed to see how much the way she **views** her role in politics has changed.
- I think that 75% of all meetings should not **be held** at all.

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

- Not all the **participants** were satisfied with the programme (**PARTICIPATE**)
- The team suggested extending **coverage** by 5 hours per week. (**COVER**)
- All factor have been taken into **consideration** and this is the verdict. (**CONSIDER**)
- I am sorry I cannot give you more information because the matter is highly **confidential** (**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 **on** the agenda is a discussion.
2. New recruits should fit **into** the structure of the company.
3. The outcome of the meeting is completely different **from** what I expected.
4. As a responsible team member she was concerned **about** the team morale.
5. Do we have to report back **on** what we saw at the conference?
6. I'm not going to put **up with** 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 **might /could have got lost**.
2. She didn't back up your proposal because you accused her of being incompetent. It was not a good idea.
You **shouldn't have accused** her of being incompetent.
3. We took on 5 new employees but it was not really necessary.
We **needn't have taken** 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 HAVE BEEN HELD** at all. They **COULD HAVE NOTICED** us about the changes via e-mail and we **NEEDN'T HAVE STOPPED** working just to appreciate what a great idea the Mangaing Director had come up with. But I admit it **COULD BE/HAVE BEEN** much worse. Under the last management we **WERE NOT EVEN ALLOWED TO USE** the Internet and we **COULD HAVE HAD** serious problems if we had been caught using phones for personal purposes. Personally, I think some of the previous managers **MUST HAVE BEEN CRAZY** and **MIGHT HAVE NEEDED** 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.

The approach which views the team as a whole made up of individuals (and) where the success of the team relies/depends on how the team members are committed to accomplishing/carrying out their tasks, is beginning to change as the effective team working emerges/results from a combination of individual and collective competencies

Mnoho řídicích 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 a způsob, jak zadávají cíle a přidělují úkoly, není zcela jasný.

Many top executives regard/consider meetings (as) a waste of time and don't look forward to them because/as the agenda is often not thought through, decision-making process is dominated by strong personalities, team leaders do not provide the required resources and the way they set goal and assign tasks is not quite clear.