

Progress Test 1 (Units 1-3) Answer Key

Section 1: Vocabulary

1 schedule / 2 timetable / 3 budget / 4 expenses / 5 bid / 6 merger / 7 updates / 8 contractor / 9 rules / 10 glitches

Section 2: Language

11 b / 12 c / 13 a / 14 c / 15 a / 16 b / 17 c / 18 c / 19 b / 20 b

Section 3: Reading

21 e / 22 b / 23 f / 24 d / 25 g / 26 a / 27 i / 28 c / 29 j / 30 h

Section 4: Career Skills

31 for / 32 up / 33 of / 34 for / 35 in / 36 in *or* out / 37 in / 38 at / 39 in *or* on / 40 on

Section 5: Writing (41-50)

This is a possible answer. Award two marks per sentence, taking off 0.5 marks per mistake:

(41/2) I am writing to confirm details of the course on 'how to run effective meetings.

(43/4) First of all, we need to send any interested managers the course details by the 25th May.

(45/6) We also need to send out a needs analysis form with the course details and ask managers to return the completed form by 10th June.

(47/8) With regard to the trainer I was wondering if we should book someone now. Do you have thoughts about who we should ask?

(49/50) Finally, I'd like to book the course dates and a training room. I was thinking of the 20th to the 23rd June. Does that sound OK to you?

Section 6: Listening

51 feasible / 52 value / 53 resources / 54 budget / 55 the risk factor / 56 the project team / 57 potential problems / 58 plans / 59 time / 60 specifications /

Section 7: Speaking

61-70

Mark the talk using this scorecard. Circle 1 mark if a student includes the area and circle 2 marks for communicating it accurately and effectively. There is a maximum of ten marks.

The student described:

what his/her company does and his/her job involves.	1	2
the background to the problem.	1	2
possible solutions open to him/her.	1	2
the solution he/she chose and the reasons why.	1	2
the outcomes.	1	2