

Progress Test 1 (Units 1-3)

Complete all seven sections. There are seventy marks in total.

SECTION 1: VOCABULARY

Write the missing words below in sentences 1-10.

timetable / budget / merger / schedule / expenses / bid / contractor / glitches / updates / rules

- 1 It makes a change to see a project that's ahead of _____.
- 2 According to the _____ the talk is at three on Tuesday, not today.
- 3 The whole thing is already over _____ and we're only half way through.
- 4 Here's my _____ claim. Can you pay me it today?
- 5 They've put in a very high _____ for the company.
- 6 Euphoria sweeps the stock markets when two companies announce a _____.
- 7 I'd like regular weekly _____ please so I know what's going on.
- 8 We've been appointed as the lead _____ for the construction of a new railway system.
- 9 Before we begin I want to establish some ground _____ for our discussion.
- 10 There have been one or two minor _____ but nothing serious. It'll be finished on time.

SECTION 2: LANGUAGE

Tick answer a, b or c to complete these sentences.

- 11 Even recently, many companies _____ to take advantage of the Internet.
a) failed b) have failed c) will have failed
- 12 I think that by 2050, Chinese or Spanish _____ overtaken English as the language of business.
a) has b) will be c) will have

- 13 It's a strategy which regularly _____ to be wrong.
 a) proves b) has proved c) had proved
- 14 Currently, company bosses _____ to follow their instincts even more.
 a) began b) begin c) are beginning
- 15 _____ whole project is being run by BAA
 a) the b) a c) an
- 16 The T5 Agreement is _____ biggest novelty.
 a) a b) the c) an
- 17 He hasn't left the number for me. He _____ forgotten it.
 a) must be b) should have c) must have
- 18 Most companies have men in top positions. I think companies _____ learn to change the culture.
 a) might b) should be c) should
- 19 She was busy all week so she _____ time to plan this.
 a) should have had b) can't have had c) can't have
- 20 The employees _____ be happy about this new pay cut.
 a) mustn't b) can't c) can't have

SECTION 3: READING

Match these headlines to the first sentences from different news articles.

- 21 _____ 22 _____ 23 _____ 24 _____ 25 _____ 26 _____ 27 _____
 28 _____ 29 _____ 30 _____

- 21 SPRING IN THEIR STEPS
 22 GIANTS TO MERGE
 23 DOTCOM BOOM OR BUST
 24 IT'S FINALLY UP AND AWAY

25 CORNER CUTTING COSTS IN THE END

26 AVERAGE WORKER ONLY MANAGES SHORT STINT AT WORK

27 PROTESTERS OCCUPY CRANE

28 TUNNEL COMPLETED ON SCHEDULE

29 GOVERNMENT SCEPTICS SILENCED

30 MINISTERS SEEK COMMON GOALS

- a) A new survey highlights how most employees don't view a job as something for life with most having taken at least three different posts by the time they are thirty...
- b) The markets were rocked with the latest news that a new joint venture threatens to take over and control the telecommunications market in the UK.
- c) On time and on budget – that was the happy news from the construction company responsible for...
- d) After years of discussions and negotiation, BAA at last launched the news last night of a project to build Heathrow airport's fifth terminal which will host over 30 million passengers a year taking off around the world
- e) March and April has seen more and more company bosses looking happier after a long period of recession with news that inflation is down and investment is on the increase.
- f) After the collapse of many internet-based companies in the late nineties, many observers are surprised to see companies in the twenty first century still pursuing the e-commerce dream...
- g) An investigation into the construction of a government building leading to overspending and mismanagement was, the commission reported, the result of choosing cheap offers and lack of monitoring to avoid expenses...
- h) A new sense of unity was the theme of an EU meeting with leaders on all sides agreeing to put past differences aside and work as a team to find solutions to the key problems facing Europe over the next twenty years...
- i) Police ended the three-day siege on a construction site by campaigners against the building of a new runway at an airport last night...

- j) Even its biggest critics couldn't find anything to say this week, when the President announced tax cuts which were welcomed by most members of the public and business...

SECTION 4: CAREER SKILLS

Write the missing prepositions in these phrases.

- 31 I work _____ Digital France...
- 32 When can we set _____ a meeting?
- 33 What do you think _____ the speaker?
- 34 How much are you budgeting _____?
- 35 What will you need _____ the way of resources?
- 36 When do I have to get this _____ by?
- 37 We're definitely moving _____ the right direction.
- 38 Let's look _____ ways of getting round this problem.
- 39 I'm confident you'll get it done _____ time.
- 40 Go _____. I'm listening.

SECTION 5: WRITING (41-50)

Write an email to your line manager to confirm the details of a course you are organising for managers. Use the notes given below and complete the email. There are 2 marks per sentence.

- course on 'how to run effective meetings'
- send managers the course details by the 25th May
- send out needs analysis forms with details (for return on 10th June)
- book the trainer (who should we ask?)
- book the course dates and the training room (is the 20th-23rd June OK?)

Dear Piotr

(41/2) I am writing to confirm details of _____

_____.

(43/4) First of all _____

(45/6) We also need to _____

(47/8) With regard to the trainer I was wondering _____

(49/50) Finally, _____

SECTION 6: LISTENING

Track 2

Read the guidelines below. Listen to a talk and complete the guidelines. Listen twice.

GUIDELINES FOR PROJECT MANAGERS

Initiating

When setting up the project ask yourself two questions:

- Is the project (51) _____ ?

- Will it add (52) _____ ?

Planning

Make sure you do the following things:

- Allocate (53) _____

- Forecast costs

- Prepare a (54) _____ and time schedule

- Evaluate the (55) _____

- Select the (56) _____

Executing

Make sure you've thought through the (57)_____ and developed contingency (58)_____.

Delivery

Deliver the project on (59)_____ and within the (60)_____.

SECTION 7: SPEAKING

(61-70)

Give a short talk to your teacher about a problem at work or at your company in the last few years.

Include these five areas:

- a basic description of what your company does and your job involves
- the background to the problem
- possible solutions that were open to you
- the solution you chose and the reasons why
- the outcomes

Your teacher will mark the talk using this scorecard. The teacher circles 1 mark if a student includes the area and circles 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