

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)

the ability to achieve a common goal
an executive manager in a highly performing company
to run / hold meetings to get the latest updates
to frame questions carefully at a decision-making meeting
to take on/hire/recruit new members of team / staff and to strengthen the team spirit
to require the team to do / carry out/ accomplish their tasks
to check / review the agenda and to take the minutes of the meeting
to be committed to a goal and to be willing to share responsibility
to learn about one's strengths and weaknesses

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

1. facilitator
2. brainstorming session / meeting

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

1. team leader
In Czech: vedoucí týmu

2. brainstorming
In Czech: diskusní

3. competencies
In Czech: schopnosti, kompetence

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

1. strengthened
2. brought about
3. views
4. be held

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

1. participants
2. coverage
3. consideration
4. confidential

III. Grammar: (max. 30 points) points

A. Fill in the gaps with a suitable preposition or adverbial, if necessary: (1 point each)

1. on 2. into 3. from 4. about 5. about 6. up with

B. Rewrite the sentences so that they mean the same as the sentence above. (3 points each)

1. The letter of apology which I sent her might have got lost.
2. You shouldn't have accused her of being incompetent.
3. We needn't have taken on those 5 employees.

C. Fill the gaps with the correct form of the **VERBS** and other words in brackets:: (1 point each)

1. have to spend
2. shouldn't have been held
3. could have noticed
4. needn't have stopped
5. could have been
6. were not even allowed to use
7. could have had
8. must have been crazy
9. might have needed
10. might end up

D. Choose suitable words or phrases that can complete each sentence. The number of correct answers is **0 – 4**. (2 points each)

1. C
2. C, D
3. A,C,D

IV. Translation: (max. 16 points)

points

Translate the following sentences into English: (8 points each)

1. The approach, which views the team as a whole made up of individuals, where the success of the team relies/depends on how the team members are committed to fulfilling / accomplishing their tasks, is beginning to change as the effective team working emerges/results from a combination of individual and collective competencies.
2. Many managerial workers consider meetings a waste of time and do not look forward to them because the agenda is often not thought through properly, decision-making is dominated by strong personalities, team leaders do not provide the required resources and the way they set goals and assign tasks is not quite clear.