

REVIEW TEST

PJ11A

Intelligent Business: Unit 3 – Teamworking

Name:			
Teacher:		TOTAL	
Number of points (max. 100 points)		(60 points to pass)	
I. Listening:	III. Grammar:		
II. Vocabulary:	IV. Translation:		
		MARK	

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 – _____
- vrcholný řídicí pracovník ve vysoce výkonné firmě - _____
- pořádat schůze k získání nejnovějších informací o vývoji – _____
- pečlivě formulovat otázku na schůzi řešící problémy – _____
- nabrat nové členy týmu a posílit kolektivního ducha – _____
- vyžadovat, aby tým splnil/vykonal své úkoly – _____
- kontrolovat program jednání a udělat zápis ze schůze – _____
- být oddaný cíli a ochotný sdílet odpovědnost – _____
- poznat něčí silné a slabé stránky - _____

- 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:
 - a meeting in which every member comes up with new ideas in order to find a solution to a difficult problem:

C. Complete the sentence with one of the following phrases; translate the selected phrase into Czech. (2 points each)
COMPETENCIES, MORALE, TEAM LEADER, EFFECTIVENESS, AGENDA, STAND-UP, DECISION-MAKING, BRAINSTORMING

1. It is not my fault that the _____ is not able to assign tasks clearly.
In Czech: _____
2. All the staff came up with interesting ideas at the _____ meeting.
In Czech: _____
3. Have you studied _____ necessary for a successful team?
In Czech: _____

D. Complete the sentences with correct forms of the following verbs; some verbs are not used: (1 point each)
**PROVIDE – STRENGTHEN – REVIEW – BRING ABOUT
HOLD – EXTEND – RECRUIT – VIEW**

1. The position of our company on the market has been immensely _____ thanks to the launch of RZ 985.
2. Do you have any idea what could have _____ the change in his attitude?
3. I am amazed to see how much the way she _____ her role in politics has changed.
4. I think that 75% of all meetings should not _____ at all.

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

1. Not all the _____ were satisfied with the programme (**PARTICIPATE**)
2. The team suggested extending _____ by 5 hours per week. (**COVER**)
3. All factor have been taken into _____ and this is the verdict. (**CONSIDER**)
4. I am sorry I cannot give you more information because the matter is highly _____. (**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 _____ the agenda is a discussion.
2. New recruits should fit _____ the structure of the company.
3. The outcome of the meeting is completely different _____ what I expected.
4. As a responsible team member she was concerned _____ the team morale.
5. Do we have to report back _____ what we saw at the conference?
6. I'm not going to put _____ such an unreasonable decision.

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

1. I send 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 _____.
2. She didn't back up your proposal because you accused her of being incompetent.
You _____ her of being incompetent.
3. We took on 5 new employees but it was not really necessary.
We _____ 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, HOLD**) at all. They _____ (**COULD, NOTICE**) us about the changes via e-mail and we _____ (**NEEDN'T, STOP**) working just to appreciate what a great idea the Managing Director had come up with. But I admit it _____ (**COULD, BE**) much worse. Under the last management we _____ (**ALLOW NOT**, even, **USE**) the Internet and we _____ (**COULD, HAVE**) serious problems if we had been caught using phones for personal purposes. Personally, I think some of the previous managers _____ (**MUST, BE CRAZY**) and current management _____ (**MIGHT, NEED**) special treatment. But who knows? The _____ (**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.

Mnoho vedoucích pracovníků považuje schůze za ztrátu času a neteší 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.