# TEST 2 | Units 3 and 4

Name _____

Total score: _____

## VOCABULARY

**1** Complete the sentences with the correct form of the word in CAPITAL LETTERS.

**0** This is the caretaker at the school who is in charge of all *maintenance* . **MAINTAIN**
**1** Civil war broke out and made the country _____ . **STABLE**
**2** He was feeling very _____ before the performance. **NERVE**
**3** There was a sudden _____ that everything was about to go wrong. **REALISE**
**4** Can you give me some _____ with regard to those figures? **CLARIFY**
**5** It all began one _____ day in 1963. **FATE**
**6** The audience weren't very _____ when the projector stopped working. **SYMPATHY**
**7** Can you propose a _____ to this problem? **RESOLVE**
**8** Everyone has a feeling of _____ and no one can make a decision. **CERTAIN**
**9** There's been a lot of _____ to your new idea. **OPPOSITE**
**10** Your fingers and toes are your _____ . **EXTREME**

Marks (out of 10): _____

**2** Read the text and choose the word (A–D) which best fits each gap.

We are often **(0)** *A* at school that if we study hard and go to university, we'll get a good job. And many pupils do just that. They play it **(11)** _____ and fit **(12)** _____ . Amongst all these people toeing the **(13)** _____ , one or two stand **(14)** _____ , in particular because of their qualifications and go on to do well. However, they are not necessarily the people who also achieved real fame and wealth. For those people, you often have to look at the students who **(15)** _____ the boat at a young age. Take for example, the many entrepreneurs who leave school with few qualifications and stick their **(16)** _____ out to start new businesses. Entrepreneurs like Richard Branson, the owner of Virgin for example, has always swum against the **(17)** _____ and not gone with the **(18)** _____ . They proved everyone wrong time and time again. **(19)** _____ these people are different from most of us in that they are able to spot an opportunity where most cannot. In other words, non-conformity and the inability to **(20)** _____ in are not always indicators of future failure.

| | | | | |
|---|---|---|---|---|
| **0** | **A** told | **B** said | **C** asked | **D** questioned |
| **11** | **A** well | **B** safe | **C** professionally | **D** secure |
| **12** | **A** in | **B** on | **C** out | **D** along |
| **13** | **A** boat | **B** line | **C** shoe | **D** net |
| **14** | **A** up | **B** in | **C** down | **D** out |
| **15** | **A** sailed | **B** wheeled | **C** rocked | **D** rowed |
| **16** | **A** legs | **B** arms | **C** necks | **D** feet |
| **17** | **A** sea | **B** river | **C** current | **D** tide |
| **18** | **A** flow | **B** road | **C** wave | **D** tide |
| **19** | **A** Physiologically | **B** Psychologically | **C** Medically | **D** Biologically |
| **20** | **A** sit | **B** blend | **C** stir | **D** swim |

Marks (out of 10): _____

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## GRAMMAR

**3** Complete the second sentence so that it has a similar meaning to the first but becomes a cleft sentence. Use the word given in bold. (2 marks per question).

**0** This graph shows a rapid increase. **what**
*What this graph shows is* _____ a rapid increase.

**21** Managers need leadership skills more than anything else. **it**
_____ managers need more than anything else.

**22** Good directors have a vision. **thing**
The _____ a vision.

**23** The HR manager is responsible for the staff's welfare. **person**
The _____ the HR manager.

**24** He's especially effective in the area of finance. **where**
The area _____ in the area of finance.

**25** This business needs new investment. **what**
_____ new investment.

Marks (Two marks per question. Total out of 10): _____

**4** Complete the report with a suitable word in each gap.

In **(0)** *a* new survey, it seems that thousands **(26)** _____ employees across Europe spend as much **(27)** _____ a third of their working day not involved in work-related activities. In one of the widest ranging surveys of its kind, the results show that out of **(28)** _____ three thousand employees in office jobs, **(29)** _____ least two thirds said they spent an hour or **(30)** _____ every day checking their personal emails or using the Internet for **(31)** _____ other purpose. In such cases where employees regularly used the Internet for their work, one interviewee summed up the situation by saying. 'It's **(32)** _____ of easy to be at work but looking at non-work related content at the same time.' More or **(33)** _____ all of the employees in the survey suggested that the problem could be solved with clearer rules and guidelines being issued by employers on Internet and email use at work. In a follow-up survey of employers to gauge their responses to the results, **(34)** _____ over three quarters (77%) said they weren't surprised by the findings and as **(35)** _____ as 5% of employers said they had strategies in place to solve the problem.

Marks (out of 10): _____

## READING

**5** Read the text. For questions 36–45, in which part of the text (A–G) does the writer mention each of these approaches at work?

**0** These people don't mind change and don't worry so much about the bigger picture. [D]
**36** Tell them how your next plan might make money quickly. [ ]
**37** It's also a good idea to recognize the thinking style of anyone who works with you. [ ]
**38** Develop multiple thinking styles to improve your performance at work. [ ]
**39** Don't let their natural disagreement make you feel you are in conflict. [ ]
**40** Knowing how your boss thinks will make life easier. [ ]
**41** Tell them how your next plan might benefit the whole planet. [ ]
**42** They like a boss who explains the challenge and presents a solution. [ ]
**43** Support your proposals with evidence of your research when talking to these kinds of thinkers. [ ]
**44** The majority of employees think in two or more different ways. [ ]
**45** These people would prefer to 'do' a task rather than read the background on it. [ ]

Marks (out of 10): _____

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## Five ways of thinking

**A**

In his book *Coping with Difficult Bosses*, the author Robert Bramson identifies five thinking styles. These are the ways in which we all think and the ways in which we approach problems most of the time. Bramson suggests that if you know what kind of thinker your boss is, then you will find it easier to work with him or her. Arguably, Bramson's five ways of thinking will also apply to anyone you have to work with such as a colleague or client so it's always useful to consider their way of thinking.

**B**

**Synthesists**

People who think like 'synthesists' tend to be creative and they often see the world in terms of opposites. So, when you say black, they will think white, when you say long, they will think short. If you work with someone who is like, this then Bramson suggests that you 'listen appreciatively to their speculation and don't confuse their arguing nature with resistance'.

**C**

**Idealists**

These second type of thinkers tend to set goals and challenging objectives. They have high standards. So, when discussing a project at work, you might want to emphasize how a project will help with achieving levels of quality or service or even helping the local community in some way.

**D**

**Pragmatic thinkers**

If you work with a pragmatic thinkers, then they are likely to be more flexible people. They are resourceful and will choose to find a solution with immediate results rather than worry so much about whether something will change the world. They like short-term objectives rather than grand plans. Naturally, they won't work so well with 'idealists' so the relationship between these two types of people will need managing carefully.

**E**

**Analyst thinkers**

Employees who prioritize the importance of accuracy, thoroughness and attention to detail are analyst thinkers. They are the people who gather data, measure it, categorize it and calculate the right answer to any problem you come up with. So, if you need to convince them of a plan, you will need to present a logical plan that is supported with evidence and data.

**F**

**Realist thinkers**

If you try to communicate with a 'realist thinker' as if he or she is an analyst thinker, you won't get very far. They tend to be people who like action and rely on their senses and emotions; they are much less interested in reading long lists of numbers or a written manual. On the other hand, if you present them with a definition of the problem and a plan of how to fix it, they will tend to follow your lead.

**G**

Of course, Bramson is not suggesting we are only one or the other. Most of us will tend to think with the characteristics of at least two of these thinking styles though it's likely that one is always dominant. And although we naturally tend towards one or another, it's worth trying to develop traits of all five thinking styles in your work in order to become a more rounded-thinker.

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## LISTENING

**6** 73 Listen to a sports programme about marathon running. Are these statements true or false? You have one minute to read the statements before listening.

**0** Marathon running has never been very popular. *True / False*
**46** The speaker thinks marathon running has become especially popular in this century. *True / False*
**47** The database contained almost two million marathon results. *True / False*
**48** Many of the research results were of special interest. *True / False*
**49** The time of 4 hours, 21 minutes and 21 seconds represents a combined average for both men and women. *True / False*
**50** More marathon runners in Spain have faster times than anywhere else. *True / False*
**51** The speaker thinks the real winners are runners from Spain. *True / False*
**52** The exact worldwide growth between 2009 and 2014 was 13%. *True / False*
**53** More people run in marathons in Asia than in any other region of the world. *True / False*
**54** The size of the increase in marathon running has been highest in Russia. *True / False*
**55** Fewer people are now running marathons in Europe than in the past. *True / False*

Marks (out of 10): _____

## SPEAKING

**7** Read the situation. You have two minutes to prepare a short presentation for your teacher.

Imagine that you have a job where you work on your own all the time in your own office. You are very happy in your job. Now your boss has asked if you will start working in a larger team of six people and sharing an office with them. You are not happy about this, but you are willing to try and reach a consensus.

You should include the following in your presentation to your boss (your teacher):

- Explain key advantages of working alone and why it is important in your job.
- Disagree with the idea of working in a team and sharing an office.
- Propose one or two conditions to your boss that you could agree to.
- Start negotiating a resolution with your boss.
- Try to reach a final consensus.

After two minutes, give your presentation to your teacher. Make sure you include all five stages above which will include talking to your boss at the end in order to negotiate and reach a consensus. You can receive ten marks for including all the points above, using a range of language for dealing with disagreement and reaching consensus.

Marks (out of 10): _____

## WRITING

**8** Luke and Sylvie work in the same office. At a meeting a month ago Sylvie proposed they reduce the office temperature from 23°C to 20°C and reduce the company's carbon footprint. Everyone agreed at the meeting, however, a large number of staff have since complained to Luke that the office is now too cold. Luke decides to write an email to Sylvie and suggest that they increase the temperature. He knows that she will not be happy about changing it.

Write an email from Luke to Sylvie. Use these notes.

- Acknowledge that email isn't the best way to communicate, and explain why you're sending an email rather than having a face-to-face discussion or a phone call.
- Refer to the main reason for writing.
- Explain the concerns of the staff.
- State clearly that you would like to increase the temperature.
- Invite Sylvie to continue the discussion by email or by phone or in person, if possible.

You can receive ten marks for including all five points above and using a cooperative tone.

Marks (out of 10): _____

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