***Test 2***

**Grammar**

1. ***The sentences below describe stages in the launch of a new drug. Use the verbs in the box to complete the sentences. Put the stages in a more logical order.***

|  |
| --- |
| develop, test, publish, test, grant, train, approve, carry out, apply for |

1. The drug …………………………… on animals.
2. The drug …………………………… in the labs.
3. Market research ……………………………….
4. The drug …………………………… on humans.
5. The trials …………………………… by the Ethics committee.
6. A license ………………………………………. .
7. The results of the trials ……………………….. .
8. Approval ……………………………. by the authorities.
9. The drug representatives ………………………………
10. ***Make these sentences passive. Only use by if it is important to say who performed the action.***
11. They manufacture all our new models in Singapore.

………………………………………………………………………..

1. We have reduced product launch time dramatically.

……………………………………………………………………….

1. The CEO evaluated the marketers’ ideas regularly.

……………………………………………………………………….

1. Scientists were testing the new drugs.

……………………………………………………………………….

1. An independent ethics committee is going to approve the trials.

………………………………………………………………………

1. I think we should discontinue this range of products immediately.

………………………………………………………………………

1. Simcotel is developing a very exciting range of mobile phones.

………………………………………………………………………

1. We have to apply for special permission to carry out the tests each time.

……………………………………………………………………….

1. Our engineers could make some modifications.

………………………………………………………………………

1. Evans Engineering will build the prototype.

………………………………………………………………………

1. ***The passage below is the first part of a text about “subvertising”. Complete it with a/an/the where necessary .***

“Subvertising” is **1)…….** combination of **2)……** words “subvert” and “advertising”. Indeed, subvertising consists in subverting or sabotaging commercial as well as political advertisements that are displayed in **3)……** public places.

Here is **4)……** simple example: **5)……** advert for **6)……** famous brand of **7)……** cigarettes depicted **8)……**handsome middle-aged man gazing thoughtfully into **9)……** distance.

**10)……** caption was four words long: *The more you know…* This ad was easily subverted by someone who just added **11)……** following words: … *the less you smoke.*

1. ***Make the questions indirect, using phrases from the box :***

|  |
| --- |
| **Could I ask you…?**  **Could you tell me…?**  **I’d like to know…**  **Do you mind telling me…?** |

1. Are you satisfied with your present salary?
2. Does your partner work?
3. How do you react when people criticize you?
4. How much do you earn in your present job?
5. What are your weaknesses?
6. What kind of situations do you find difficult?
7. Why do you think you are the right person for this job?
8. Is there anything you dislike in your present job?

Vocabulary

1. *Match the words (a–k) to their definitions (29–37). The first one has been done for you.*

0 a person / company that pays people to work for them a) trainer

1. a person / company that produces goods b) customer

2. a person who you work with c) CEO

3. a person who buys a product / service d) manufacturer

4. the highest ranking person in a company e) employer

5. a person who is paid to work for someone else f) consultant

6. a person who gives advice h) employee

7. a person who learns a skill from someone else i) colleague

8. a person who supervises you j) trainee

9. a person who teaches others a skill k) line manager

1. *Complete these sentences with the correct form of the word given in brackets.*

10. I work for a large \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*organise*) that has offices all over the world.

11. What is their best-selling \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*produce*)?

12. We need to discuss our prices at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*meet*) next week.

13. All new employees must complete a one- month\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*train*) course.

14. The call centre takes phone calls from over 2,000 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*custom*) a day.

15. Were you pleased with the outcome of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (negotiate)?

16. It’s important for companies to deal effectively with \_\_\_\_\_\_\_\_\_\_\_\_(complain).

17. The government is bringing in new \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (regulate).

18. The Co-operative Bank is well-known for its policy of ethical \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (invest).

19. Does your company offer any form of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (compensate) for poor quality goods?

20. Have you found a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (solve) to your problems yet?

21. There is huge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (compete) in this region.

22. What \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (choose) do I have?

23. We’ve got the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (threaten) of redundancy hanging over us.

1. *Complete the gaps in these sentences with the correct alternative.*

24. He \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to review quality procedures.

a) delayed b) arranged c) failed d) insured

25. Each person will receive a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ according to their sales performance.

a) turnover b) bonus c) discount d) commission

26. I’m afraid I won’t be able to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the next meeting.

a) attend b) propose c) second d) go

27. You should comply with all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to enable the delivery to go smoothly.

a) regulations b) surveys c) customs d) tariffs

28. We are looking for handcrafted products not \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ones.

a) long-lasting b) mass-produced c) well-known d) high-quality

29. The product comes with a two-year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

a) warranty b) compensation c) subsidy d) cover

30. My boss would never accept a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

a) bribe b) corruption c) compensation d) fraud

31. We’ve found a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the market.

a) prosperity b) niche c) quote d) plead

Reading 1

The man behind GE’s quiet revolution

Thirty years ago, Jeffrey Immelt politely advised his high-school basketball coach to be less aggressive with the new players. It worked: the coach’s calmer behaviour helped the team to win more games. It was the first successful strategy from the future chief executive of General Electric, the world’s second largest company by market value.

Mr Immelt has brought some of that basketball psychology to the current job.

GE’s former leader, Jack Welch, was more typical of the imperial CEOs who have presided over American capitalism for much of its history. Admired by analysts and feared by subordinates, Mr Welch ran GE with an aggression that helped to drive the company’s earnings.

But Mr Immelt set about creating a quiet revolution in the company when he replaced Welch in 2001, bringing in a new approach to leadership.

Under Mr Welch, GE was a productivity machine – an organisation where cutting costs and building value was the priority.When Mr Immelt took over, GE needed to find a new way to cope with growing Asian competition and increasingly global markets. Mr Immelt changed GE by giving priority to organic growth and marketing superiority.

Making the company more global has been a key part of Mr Immelt’s strategy. During his leadership, GE has become a multinational that earns half of its $150bn revenues from outside the country. But Mr Immelt maintains that the US, where GE still employs 160,000 of its 316,000 employees, remains the ideal place to manufacture complex equipment such as jet-engine turbines. America, he believes, still produces top professionals.

But the bottom line is clear: without the benefit of buying and selling products around the world and employing skilled people from other countries, the 128-year-old company would be smaller than it is today.

Mr Immelt set ambitious goals – a 10-per-cent annual growth in profits and an 8-per-cent increase in sales growth. Few companies have grown so fast year after year, and none as big as GE.

1. *Mark these statements true (T) or false (F).*

32. Jeffrey Immelt was rude to his basketball coach at school. \_\_\_\_\_

33. Mr Immelt has a similar management style to Jack Welch. \_\_\_\_\_

34. Mr Immelt has been the CEO of General Electric since 2001. \_\_\_\_\_

35. Mr Immelt has made General Electric more global. \_\_\_\_\_

36. Most of GE’s employees work outside the USA. \_\_\_\_\_

*B. Choose the best ending (a, b or c) for each of these sentences (37-38).*

37. Mr Immelt’s approach to leadership is …

a) to make people afraid.

b) to be calm.

c) to be unambitious.

38. Jack Welch’s main policy was …

a) to make the company more global.

b) to compete with companies in Asia.

c) to reduce expenses and make more profit.

39. GE’s total income (at the time of the article) was …

a) $150 billion.

b) $300 billion.

c) $75 billion.

40. Mr Immelt prefers to employ …

a) American professionals.

b) skilled people from outside the USA.

c) the best people, wherever they are from.

41. General Electric …

a) is the biggest company in the world.

b) has grown faster than most other companies.

c) no longer manufactures anything in the USA.

**Reading 2**

*A . Match each of these statements (11–15) about conversations with one of the paragraphs (i–v).*

42. A brief conversation led to important changes for one company.

43. Perhaps we should learn from our European neighbours.

44. Good conversation can help to motivate staff.

45. Talking to colleagues is a good way of dealing with problems at work.

46. Effective conversation is important in your private and work life.

*B. Now complete the gaps (46–50) in the article with the sentences (a–e) below.*

a) This is because it enables people to discuss issues and solve everyday work difficulties.

b) It’s about listening to the other person and responding.

c) It may come as a surprise to some what people can learn from casual conversation.

d) However, this is something British businesses are only starting to realise.

e) In addition, conversation enables colleagues to work better as a team.

i) As many European cultures have already known for years, being good at conversation is a key skill – both socially and in business. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 47.These companies are gradually recognising that good conversation is more than just making sure the person you’re speaking to has got your message. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_48. This two-way interaction generates idea after idea.

ii) Mark Satchell of TDR International says, ‘Managers used to see their staff chatting as a sign of them wasting their time or not having enough to do. What managers failed to see was the way conversation builds relationships – between employees and between staff and their managers. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 49. This in turn aids company loyalty, staff retention and, ultimately, productivity!’

iii) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 50. The office cleaner of a large London organisation, for instance, was chatting to the MD early in the morning and happened to mention that staff regularly left their windows open. Nothing more than that! But, within a week staff had been reminded by the MD to close their windows before going home, office security improved and the heating bill was reduced!

iv) Face-to-face conversation puts people in touch with each other, rather than distancing them, as e-mails are often said to do. This kind of communication can reduce stress in the workplace. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 51. If employees can’t sort out problems among themselves, they can grow into something much bigger!

v) So, as Malcolm Rogers of the Mallory Business School says, ‘I think it would be a good idea to do the same things our Spanish, Italian, French and Portuguese colleagues do – greet everyone in the morning, have a coffee together, enjoy an extended lunch and, most importantly, engage in some good old-fashioned conversation.’