

UNIT 9: Language Test A

Grammar

Task 1

Complete the gaps with one word only.

My first job interview

It (1) _____ said that a great CV gets you an interview and a successful interview gets you an offer. In my case it was my friend Tom (2) _____ got me the job. It was twenty years ago when I got made redundant and was in search of a job. (3) _____ sooner had I mentioned it to Tom (4) _____ he contacted me to give me details of a great job opportunity.

At first I didn't take it seriously. (5) _____ when I had seen the company website, (6) _____ I realise (7) _____ a great position it was. It had been a while (8) _____ I had a job interview so I did a lot of work to prepare. Even so, I was still very nervous on the day and (9) _____ did I know what would be waiting for me when I got there.

My voice was shaking and my hands were sweaty throughout the interview, but it went well. I (10) _____ get the job and twenty years on I am a senior manager working with a team of fifty people thanks to Tom. (11) _____, always amazes me is the amount of effort he puts in to help others but yet he hardly realises how important his support is to his friends.

_____/11

Task 2

Complete the sentences. Use the correct form of the verbs in brackets and any other words.

- 12 At no time _____ (the manager, consider) employing more people.
- 13 Not only _____ (I, be) naïve about the amount of time it required, but I also underestimated the cost of the project.
- 14 In no way _____ (I, expect) you to postpone the meeting just for me.
- 15 So monotonous _____ (the task, be) that I nearly fell asleep.

_____/4

Vocabulary

Task 1

Complete the text with the correct form of the words in brackets.

Up your game

As a leader you should be seeking to expand your leadership repertoire, build high- (16) _____ (perform) teams and master (17) _____ (negotiate) skills.

It is imperative in a leadership role that you can communicate (18) _____ (effect). Excellent communication skills differentiate between a poor leader and an exceptional one.

The ability to work (19) _____ (collaborate) also becomes extremely important as you assume more (20) _____ (responsible). To get high performance from a team a leader needs to cultivate an environment of collaboration and trust irrespective of their title or position. (21) _____ (coordinate) efforts helps to solve problems and accomplish goals.

When (22) _____ (implement) new ideas, it is critical to build the confidence of employees, avoid (23) _____ (negative) to create a positive environment and use (24) _____ (recognise) as a motivator.

Never (25) _____ (estimate) the need for a great leader, it's much more than just a title.

_____/10

Task 2

Read the sentences and complete the gaps with one word only.

- 26 If we put our _____ together, we'll figure out a way to deal with this issue.
- 27 Let's touch _____ next week regarding the next phase of the project.
- 28 His natural ability to sell would give him an _____ in recruiting and hiring new employees.
- 29 If you really want to excel in your business, you should go the _____ mile.
- 30 In order to lead your team more effectively, you should step back and look at the big _____.

_____/5

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AW Rasmussen



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