

Unit Test 10

Answer all thirty questions. There is one mark per question.

LANGUAGE REVIEW: REPORTED SPEECH

A Choose the correct words to complete the sentences.

- 1 Nobody (said / told) me the meeting was cancelled.
- 2 She (said / told) Martina to make her own arrangements.
- 3 He (said / told) he didn't agree with Francisco's decision.
- 4 Somebody (said / told) that the sales figures were very good.
- 5 She (said / told) her manager that she wanted a raise.

B Rewrite these sentences in reported speech, changing the tenses. Begin with the person's name + *said*.

- 6 Alicia: 'I'm going to Rome.'

- 7 Jon: 'I'm working on Saturday.'

- 8 Ursula: 'The promotion has been going well.'

- 9 Mika and Min-soo: 'We like Spanish food.'

- 10 Sergei: 'I want more time off.'

VOCABULARY: VERBS AND PREPOSITIONS

A Complete the text with *in, to* or *with*.

A good manager listens (11)_____ employees' concerns, responds (12)_____ them quickly and deals (13)_____ problems as they arise. When people truly communicate (14)_____ one another, a lot of problems can be avoided. It's also extremely important for management to invest (15)_____ employee training.

B Match the sentence beginnings (16–20) with the endings (a–e).

- 16 I don't always agree a) on last quarter's results.
17 Mr Senna reported b) to Mr Ong about her plan for the sales campaign.
18 Yusuf apologised c) about the best way to solve the problem, but in the end we agreed.
19 Jo and I argued d) for his inappropriate remarks.
20 Ms Oi talked e) with Rupert, but we never really argue.

SKILLS: SOCIALISING AND ENTERTAINING

A Match the questions (21–25) with the responses (a–e).

- 21 Do you have any contacts in sales and marketing?
22 How do you spend your weekends?
23 Can you tell me any interesting places to visit in your city?
24 What do you usually do after work?
25 Where are you going for your holiday this year?

- a) I play golf almost every Saturday.
b) I could make some enquiries for you.
c) I go out with my co-workers almost every night.
d) Hawaii!
e) You should see the Science Museum. It's fascinating.

B Complete the conversations with the sentences (a–e).

- a) Can I mention your name?
- b) Let me give you her business card.
- c) It's very kind of you, but another time perhaps.
- d) Thanks for showing me around the city.
- e) Goodbye. All the best.

Conversation 1

A (26) _____

B No problem. I really enjoyed it. Would you like to join us for a walk at the weekend?

A (27) _____

B Sure. Well, I'll be in touch soon.

A (28) _____

Conversation 2

A I'm looking for a contact in video production.

B Oh, you should speak with Vanessa Fabie.

(29) _____

A Great. Thank you.

(30) _____

B Absolutely. Tell her I recommended her.