

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

American Experience Unit Test

Julia Schneider



American Experience Unit Test:

The American Experience in World War II: The United States and the road to war in Europe Walter L. Hixson, 2003

Testing in American Schools United States. Congress. Office of Technology Assessment, 1992 And policy options Testing in transition Educational testing policy The changing federal role Lessons from the past A history of educational testing in the United States How other countries test Standardized tests in schools A primer Performance assessment Methods and characteristics Information technologies and testing Past present future List of acronyms Contractor reports *Resources in Education* ,2001-10 *The Older Americans Act and the Rural Elderly* United States. Congress. Senate. Special Committee on Aging, 1975 **Fossil Energy Update** ,1983 **Research in Education** ,1973 **Computerworld** ,1994-02-21 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network **United States Army in World War II.: The Army Ground Forces** United States. Dept. of the Army. Office of Military History, 1947 **United States Army in World War II** United States. Dept. of the Army. Office of Military History, 1948 **The Procurement and Training of Ground Combat Troops** Robert Roswell Palmer, 1948

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