

Name		Vorname	
Firma		Gruppe	
		Datum	

FINAL TEST – LEVEL B1.2

/ 100 points

%

SECTION 1: LISTENING

1 You will hear Roger Tremain asking his manager if he can go on a training course. Listen to the conversation and complete this chart (1–5) with details of the course Roger wants to attend. You will hear the conversation twice.

1 Type of course	
2 Location (town or city)	
3 Starting date	
4 Duration of course	
5 Cost (course only)	

2 Listen again and mark these statements true (T) or false (F). Roger's manager says that...

- | | | |
|----|--|----------------------|
| 6 | the course is a good one. | <input type="text"/> |
| 7 | Roger can take time off to do the course before Christmas. | <input type="text"/> |
| 8 | there is enough money in the budget to cover costs up to £2,500. | <input type="text"/> |
| 9 | Roger is a good employee who will benefit from the training. | <input type="text"/> |
| 10 | Roger should put all the details in writing. | <input type="text"/> |

SECTION 2: VOCABULARY

3 Complete the text below (11–15) with the correct word from the box. There is one word you don't need.

advertising / launch / market / redundant / share / subsidiary
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Carston has announced that it will close its UK _____¹¹, which employs about 70 staff. Most of the staff will be made _____¹². The company spent £5 million on _____¹³ last year to promote its latest product. But the product _____¹⁴ was a failure. Competition from other UK companies, such as Fyfield and Brix, has been strong, and Carston has seen its market _____¹⁵ decline sharply over the last three years.

4 Complete the text below (16–20) with the best verb from the box. There are more verbs than you need.

do / get / make / market / set up / take / work

Erika always wanted to work for herself. After getting a good qualification in art and design, she decided to _____¹⁶ her own business making jewellery. Two years later, she is finding it hard to _____¹⁷ a living from her business. In fact, she has to _____¹⁸ part-time in a shop to earn extra money. Erika makes innovative jewellery that is both high quality and stylish, but she doesn't have a strong customer base and often finds it difficult to _____¹⁹ her work. She needs to _____²⁰ some market research and then to develop an effective marketing strategy.

5 Match these words (21–30) with the definitions (a–j).

- 21 complaint _____
- 22 endorsement _____
- 23 discount _____
- 24 investment _____
- 25 merger _____

- a) When a famous person appears in an advertisement saying how good a product is
- b) Money put into a business activity with the aim of making a profit
- c) When two or more companies join together to form a larger company
- d) A statement made by a customer who is not satisfied with a product or service
- e) Offering something for sale at a lower price than usual

SECTION 3: LANGUAGE

6 Choose the correct answer (a, b, c or d) to complete the article (26–35).

Michel Soussaline _____²⁶ in a Paris hospital as a cancer specialist, but at present, he is only working part-time.

- 26 a) works b) worked c) is working

In his free time, he _____²⁷ his wife to develop a biotech company called Imstar.

- 27 a) has helped b) was helping c) is helping

Mr Soussaline describes the difficulties of setting up a new company in France: 'We _____²⁸ the necessary investment, but it was impossible. There is much less help for developing companies than in the US.'

- 28 a) look for b) looked for c) are looking for

Mr Soussaline believes that Imstar _____²⁹ a bigger company by now if it was based in California.

- 29 a) was b) would be c) have been

Mr de Bézieux, who heads a lobby group for small businesses in France, says: 'Between 1965 and 1980, the French economy _____³⁰ twice as fast as the US.

- 30 a) grows b) has grown c) was growing

Since then, it _____³¹ the opposite. One of the main explanations is that our small businesses _____³² .

- 31 a) was b) will be c) has been
32 a) is not growing b) was not growing c) are not growing

But now there is a new approach to small business in France. In the past year, the government _____³³ a series of initiatives to support innovative start-ups.

- 33 a) is launching b) has launched c) will launch

In future, fast-growing companies _____³⁴ extra benefits and _____³⁵ lower rates of tax.

- 34 a) will receive b) will be received c) receive
35 a) will be paid b) will pay c) are paying

7 In each line of the e-mail below (36–40), there is one mistake. Cross out the word which is wrong and write the correct word on the right. The first one is given as an example.

Subject: Meeting next Thursday	
Dear Becky	
Do you please help me?	<u>Can</u>
I'm trying to find on how many people are coming to the meeting next	_____ 36
Thursday. Maria said me it would be ten, but Alex thinks it could be 20.	_____ 37
If more than 15 people come, we would need to book a bigger room.	_____ 38
But the large meeting room has already been booked during the whole day.	_____ 39
I look forward to hear from you.	_____ 40
Many thanks,	
Sam	

SECTION 4: SKILLS DEVELOPMENT

MEETINGS: 8 CHOOSE THE BEST PHRASE (A–H) TO COMPLETE EACH GAP IN THE CONVERSATION (41–53).

- a) I think
- b) I agree
- c) Perhaps we should
- d) I'm not sure I agree
- e) how about
- f) The next item on the agenda is
- g) Yes, that's right
- h) What do you mean

Chair OK, let's move on. _____⁴¹ publicity for our sales conference. Barbara, you've prepared something on this.

Barbara Yes. Well, to start with, I've prepared a leaflet to send out to the agents. You've all received a copy. What do you think?

Ted _____⁴² it looks good – very colourful!

Beth _____⁴³ highlight the guest speaker's name a bit more. She's very well known, and her talk will attract a lot of people.

Barbara _____⁴⁴ by highlight the name more? I've put her name in large letters.

Beth Yes – but _____⁴⁵ putting it right at the top?

Ted _____⁴⁶. The title of the conference is more important, isn't it?

Dora _____⁴⁷ – the title of the conference must be at the top. But

_____⁴⁸ with Beth. The name should stand out more.

B SOCIALISING: 9 CHOOSE THE BEST RESPONSE (A–G) FOR EACH ITEM (54–60).

49 Would you like to join us for dinner? _____

50 Could you tell me where the restaurant is? _____

51 What do you recommend? _____

52 Can I get you a drink? _____

53 Can I order a taxi to go to your hotel? _____

54 Thanks for showing me round. _____

55 I hope you have a good journey back. _____

- a) Thanks. I'll be in touch soon.
- b) The chicken is very good.
- c) It was a pleasure.
- d) That's very kind of you. I'd love to.
- e) It's near our office in the High Street.
- f) Thanks, but Jack has offered me a lift.
- g) Thanks. Just a glass of water, please.

SECTION 5: READING

Message on sensitive e-mails is not getting through

When new employees start at Goldman Sachs, one of the first things they are told is that they should not put anything in an e-mail that they wouldn't want to read in the _____ 56.

Don't complain about colleagues. Don't discuss sensitive deals. Don't say bad things about the competition. If you want to do those things, they are told, use the phone or talk to someone in person.

The same _____ 57 has been repeated across the corporate world for years, but the message never seems to get through. Sensitive e-mails and instant messages continue to turn up in public.

It seems that no matter how often they are told, employees continue to see workplace e-mails as casual, private exchanges that no one else will read. The ePolicy Institute, which conducts research and advises companies, recently carried out a survey of 416 companies. The survey showed that only 42 per cent of companies conduct any formal training regarding e-mail usage. Instead, they rely on written policies that are often not read.

Simply telling workers to be more careful is not enough. Some companies are now using advanced software that can block potentially embarrassing messages from leaving a corporate system.

Proofpoint, an electronic security company, offers software that monitors _____ 58 as they arrive and depart to detect potentially dangerous words or phrases. Keith Crosley, Director of Market Development for Proofpoint, says heavily regulated _____ 59, such as financial services and health care, are among his company's best customers. Kawasaki Motors uses the software to make sure no one leaks its motorcycle designs. The software ensures that personal data such as credit-card numbers and medical histories are encrypted and monitors the disclosure of confidential corporate _____ 60. 'Our systems can be trained,' Mr Crosley says. 'You can show it examples – "Here are my new car designs. Here is my internal phone list" – and not let those messages go out.' The problem is that the software can occasionally block important e-mails that are not sensitive. 'Customers are not very tolerant of that problem,' Mr Crosley says.

10 Read the article and complete each gap (56–60) with one of these words (a–e).

- a) messages
- b) newspaper
- c) warning
- d) information

e) industries

11 Choose the best answer to each question (61–65).

61_____ There are several kinds of sensitive information that shouldn't be included in e-mails. Which one *doesn't* appear in the article?

- a) complaints about people you work with
- b) trade secrets
- c) employees' names
- d) bank-account details
- e) credit-card details

62_____ If they want to discuss sensitive deals, Goldman Sachs employees are told not to ...

- a) use the phone.
- b) use e-mail.
- c) talk to a person inside the company.

63_____ According to an ePolicy survey, most companies ...

- a) use special software to block sensitive messages.
- b) organise training programmes to instruct employees how to use e-mail.
- c) send only written instructions about using e-mail.

64_____ Proofpoint is ...

- a) a kind of software that monitors e-mails.
- b) a company that specialises in electronic security.
- c) an institute that advises companies on security.

65_____ Which word is used in the article to mean the same as 'sensitive'?

- a) casual
- b) instant
- c) embarrassing

SECTION 6: WRITING (66–74)

12 You are going to visit a client company in Toronto next week. Write a reply to the following e-mail. Make sure to include the following points:

- You didn't see a program with your email
- You are not happy with the lunch suggestion
- You are arriving by train
- You will stay an extra weekend and want sightseeing recommendations

From: Greg Saunders
Subject: Your visit next week.

Dear ...

I am attaching a program for your visit next week. Please let me know if there is anything you would like to add.

We are planning to go to a Chinese restaurant for lunch. Is this OK for you?

If you could also tell me your flight number and arrival time, I will arrange for our driver to meet you at Toronto airport and take you to your hotel.

We are all looking forward very much to meeting you next week.

Best regards

Greg

Dear Greg,

___ / 10

SECTION 7: SPEAKING

(75-100)

Instructions for the speaking portion of this test have been provided by your trainer.

Your trainer will evaluate your speaking performance using the rubric below.

Criteria:	Marks
coherence	/ 5
fluency	/ 5
lexis	/ 5
complexity	/ 5
accuracy	/ 5
Total	/25

Key:

1/5 = needs a lot of improvement

2/5 = needs improvement

3/5 = approaches/meets standards

4/5 = meets/exceeds standards

5/5 = clearly exceeds standards

Coherence: logical organization and development of the topic or argument; clear interconnectedness of thoughts and ideas

Fluency: smoothness and (apparent) effortlessness of communication

Lexis: range and appropriateness of words and idiomatic expressions used

Complexity: range of grammatical forms and structures used

Accuracy: appropriateness/correctness of grammatical forms and structures used