

A- LISTENING 1: Listen to a conversation between two colleagues planning a company event and answer questions 1- 6. Mark your answer by circling A, B or C for each question. You can hear the recording twice. You can press 'pause' between each recording.

1- Where will the talent management seminar be held?

- A) Lisbon B) Barcelona C) Dublin

2- What does the woman say about the hotel?

- A) They have booked a hotel with a large function room
- B) They haven't found one yet
- C) They haven't reserved it yet.

3- Why are they considering having dinner outside the hotel?

- A) The hotel does not offer dinner
- B) They will save money
- C) Employees have said they prefer to eat in town.

4- What dates have they agreed on?

- A) The end of March
- B) The middle of April
- C) The middle of May

5- Why have they chosen to finish the seminar on a Friday?

- A) So that employees can stay on for the weekend.
- B) Because the hotel is more expensive at the weekend.
- C) So that employees have time to rest before going back to work.

6- Which department does Lucinda most likely work in?

- A) Human resources
- B) Marketing
- C) Finance

B- LISTENING 2: Listen to a talk given by Carlos Rodrigues, an IT specialist talking about creating new products and answer questions 7- 12. Mark your answer by circling A, B or C for each question. You can hear the recording twice. You can press 'pause' between each recording.

7- Carlos says products are becoming more sophisticated:

- A) Because they can now use broadband.
- B) Because they use the total capacity of the network.
- C) To respond to customer demands.

8- Carlos says the revolution in devices:

- A) Began with the smartphone
- B) Was the inspiration for the smartphone?
- C) Was a question of functions?

9- What does he say about today's market?

- A) Replacing credit cards with apps is a jump forward
- B) It is evolving faster than before
- C) It is mostly about apps

10- What does he compare to the race to the moon?

- A) Creating new technology for NASA
- B) Turning ideas into real products
- C) Thinking of what comes next.

11- What does he say about hologram technology?

- A) It will make devices smaller
- B) It has existed for many years
- C) It costs a lot of money

12- Carlos says that science fiction:

- A) Is yesterday's technology
- B) It tomorrow's reality
- C) Is just a concept

C- GAPS FILL IN GAPS WITH THE MISSING WORDS

Let's consider the different ways that companies can raise finance. The first and most common way for large companies, or for medium sized companies looking to become large companies, is to go public. In fact, almost all large __1__ today are public with the notable exceptions of Ikea or Dominos's pizza which are still privately held.

The advantages are generally considered to outweigh the __2__. While it is true that once you are listed on the stock exchange you have to disclose your balance __3__ each quarter, report to the SEC and have a board of __4__, public companies tend to get better rates when __5__ issue debt, and can always issue more stock if necessary, which naturally makes mergers and acquisitions that much easier.

It is widely believed __6__ employee stock options are one of the best ways to attract top talent and despite recent stock market crashes, there is still __7__ prestige to being a public company. Private __8__ have the luxury of choosing their investors however, while companies on the __9__ exchange can be bought by anyone with money.

So while a Bull market, in __10__ words a period when stocks are expected to go up, is a great time to think about an IPO, the opposite phenomenon, a Bear market, requires a different financing __11__. This tends to lead to companies issuing bonds. In fact, this is not restricted to companies since government bonds __12__ increasingly common.

The advantages here are somewhat different. Companies need money to __13__ in new markets. Governments need money for infrastructure, like hospitals or schools, as __14__ as social programmes, and bonds raise far

greater sums of money ____15____ banks are likely to offer. From an investor's standpoint, bonds are relatively safe investment offering a steady return rather ____16____ a risky return.

At the time of the financial crisis in 2008 there were a huge number of banks offering bonds because ____17____ needed cash. There were some incredibly attractive deals for investors. The Banks of Ireland were ____18____ bonds with a maturity of one year and with a coupon of 7% gross. That is a rate that is normally associated ____19____ a junk bond and while Ireland was on the verge of collapse, the Irish government had guaranteed account holders savings up to 100%. To put that into perspective, after the one-year bond matured, anyone ____20____ wanted to extend for a further year was offered no more than 4%.

D- MULTIPLE CHOICE: You will see a sentence with a word or a combination of words missing. Circling A , B, C, or D to choose the best word to complete the sentence.

- 1- We're really understaffed so I hope we are in a position to _____ some more sales reps.
a) Fire b) hire c) resign d) dismiss
- 2- We've just had the confirmation that we _____ the new product next week.
a) Launching b) launched c) are laughing d) launches
- 3- All employees _____ hand in their annual leave request forms promptly by 5 pm on Friday.
a) Ought b) can c) must d) need
- 4- If our competitors don't raise their prices, we usually _____ our prices the same too.
a) Will keep b) would keep c) kept d) keep
- 5- I'm surprised that our biggest competitor has just decided to change their _____ name.
a) Brand b) society c) firm d) enterprise
- 6- Everybody in the industry _____ that production costs are too high to reduce the price at the moment.
a) Know b) knows c) knew d) would know
- 7- If you have a problem with that invoice, speak to the _____ manager.
a) Accountant b) credit c) debit d) controller
- 8- When giving a presentation, don't speak too quickly and use _____ vocabulary.
a) Easy b) simple c) basic d) easily
- 9- It is important for us to _____ our brand from the competition.
a) Difference b) differently c) differentiate d) differentiator
- 10- If there _____ more people on this project, we would easily meet the deadline.
a) Was b) were c) are d) would be
- 11- We _____ make the mistake of thinking our brand is so strong we don't need to advertise.
a) Don't have to b) don't need c) mustn't d) needn't
- 12- In the event of a fire, _____ your way to the nearest fire exit and not take your possessions.
a) Makes b) you make c) make d) making
- 13- The design department has completely changed the look of our _____ card.
a) Loyalty b) fidelity c) consumer d) client
- 14- By the time they _____ out their product we will have gained a strong position in the market.
a) Take b) set c) turn d) bring
- 15- Our firm _____ custom made furniture for over 100 years.
a) Make b) is making c) has been making d) are making
- 16- They are hoping to really _____ the market's attention at the key note.
a) Snatch b) capture c) pick d) hold up

- 17- If the economy _____ through the floor, we would have been looking to open new offices across Europe next year.
 a) Didn't fall b) hadn't fallen c) doesn't fall d) wouldn't have fallen
- 18- We're trying to make _____ recognizable products for our customer base.
 a) Instantly b) instant c) total d) fashionable
- 19- In our company if you start early in the morning you can get _____ early in the evening.
 A) Out b) away c) back d) off
- 20- The company has taken the decision to move into new _____ as of next month.
 a) Premises b) office building c) locals d) quarter
- 21- When we entered the market, we _____ how much potential it had.
 a) Would not realise b) don't realise c) haven't realised d) hadn't realised
- 22- Our policy is that if a customer calls at a time when a sales rep is not available we take their number and _____ as soon as possible.
 a) Get them back b) get through to them c) get back to them d) get over them
- 23- Even by our own standards we were surprised to be making _____ profits so early in the year.
 a) Double figure b) double number c) double digit d) double unit
- 24- If we finish the production phase this week, we _____ be ready to hit the market by the third quarter at the latest.
 a) Ought b) should c) must d) needn't
- 25- Our products have always _____ in the hundreds of thousands since we founded the company in the sixties.
 a) Sold b) selling c) had the sale d) been selling
- 26- We were hoping our sales would _____ but in the end they went up by just 2%.
 a) Pick up b) even out c) shoot d) soar
- 27- If the product had been brought out at the beginning of the year as originally scheduled, we _____ probably be on target.
 a) Would have been b) would c) must d) ought
- 28- It is not the company's policy to _____ sick leave to employees during the production period.
 a) Accord b) except c) grant d) formalise.

GRAMMAR SECTION

Voici un petit test pour faire le point sur votre niveau de grammaire. Les réponses vous indiqueront quelles règles grammaticales vous devez réviser (si jamais vous donnez la mauvaise réponse)

Dans ce test, il faut choisir la bonne réponse entre les deux choix en Italique. Justifiez vos réponses

- 1- When he plays the violin, it does not sound very *good/well*.
- 2- His computer *broke down/broke up* last week.
- 3- He's retiring next week. After all he *is/was* born in 1945!
- 4- The new team *have not got/ has not got* many management skills!
- 5- The new service provider is not as efficient *than/as* the last one.
- 6- She does not *never/ever* congratulate her team on all their hard work.
- 7- There isn't *enough ink/ink enough* to print all those pages!
- 8- Please slow down. You are speaking too *quickly/quick*.
- 9- Please put those exhibits back on the right *shelves/shelves* at the end of the day.
- 10- You *must to/must* sign both copies of the contract.
- 11- Could we *bring forward/bring ahead* the sales meeting to Monday?
- 12- How *many/much* time will it take for the samples to arrive?
- 13- I really hate *being/be* late for work.
- 14- Let me introduce John. He is a colleague of *me/mine*.
- 15- Last week we *have made/made* record sales.
- 16- If you press that switch all the lights *going/go* off.
- 17- All our products are *manufactured/manufacturing* in France.
- 18- He *will taking/ is taking* the train to Berlin tomorrow.
- 19- There isn't *some/any* paper left in the photocopier.
- 20- The auditor is *actually/currently* going through the accounts.
- 21- It is a pity. The conference is interesting but *I am not understanding/I don't understand* a word the speaker is saying.
- 22- I am sorry caller, the line is busy. Could you *hold on/hold up*?
- 23- That is *Johns/John's* computer.
- 24- If they *had known/have known* they would not have hired an outsider for the job.
- 25- His phone *was ringing/rang* while she was presenting her project.
- 26- Where's Bob? He's gone to the department *for/to* get some advice on a software issue.
- 27- We *will sign/sign* the contract if you agree to the 5% discount.
- 28- Have you ever visited the Paris factory? Yes, *I have/ Yes, I visited*.
- 29- Always *wear/wearing* protective clothing when visiting the factory.
- 30- You should *have/had* told me you were going to hand in your notice.
- 31- How *much/many* information have you got on that client?
- 32- It's *John and Jonas's/John's and Jonas's* leaving party tomorrow. They are having it together.
- 33- I think I *going to/will* take another look at that file before you send it.
- 34- I need someone to update the software urgently! *I'll do it/I'm going to do it*.
- 35- The plane *took off/took up* over an hour late.
- 36- When we got to the station the train *had already left/has already left*.
- 37- There weren't *many/much* people at the conference.
- 38- He said he *were/was* going to see the supplier this week.

- 39- This has been the **worse/worst** day of my life!
- 40- I can wait **no/any** longer for your answer.
- 41- I cannot come to the meeting **because/otherwise** I am going on business trip.
- 42- What is **that/this** thing over there? It's long way away, but I think it's a helicopter.
- 43- He said that if he **will win/won** the jackpot he would carry on working.
- 44- Mrs Simons has lost **his/her** handbag. Has anyone seen it anywhere?
- 45- The staff are expecting **to work/work** flexi time from now on.
- 46- He told them **not to be late/to be not late**.
- 47- **Is there/are there** any dividends on the investment this year?
- 48- Where's Mark? He's gone **at/∞** home.
- 49- All of our components are **made/are make** in Europe.
- 50- Someone has left **their/ his** computer on –what a waste of electricity.
- 51- You didn't really tell him to leave the room; **didn't you/did you?!**
- 52- He's forgotten to go to the meeting! It **Can't/mustn't** be true!
- 53- They are **John's and Jones's/John and Jane's** cars. One car belongs to John, one to Jane.
- 54- When he was young, he **could/can** speak 5 languages.
- 55- You **don't have to/mustn't** wear a tie on Fridays. You can choose.
- 56- **Help you/help yourself** to whatever you want.
- 57- If you come at 11am **we will inaugurating/we will be inaugurating** the new laboratory.
- 58- He is used to **working/work** late at night; it doesn't bother him at all.
- 59- You **would/had better** go and see the boss –he doesn't look happy!
- 60- It is very **well-known/well-knowing** pharmaceutical company.
- 61- We **may/should** have to cancel our agreement if the goods do not arrive on time.
- 62- I wish I **have/had** known the company was going bankrupt.
- 63- I'm just the person for the job, **am not I / aren't I?**
- 64- He really doesn't know how to use that software. **So/neither** do I.
- 65- Could you show Mr Smith the **others/other** versions of the software?
- 66- Neither John **nor/or** Peter are going to invest in the start-up.
- 67- **I think you shouldn't/ I don't think you should** answer that email while you're angry.
- 68- Would you happen to know **where is the H.R. Office/ where the H.R Office is?**
- 69- Her boss often makes her **work/to work** late in the evening.
- 70- It **might have been/have might been** to ask me before going ahead.
- 71- He can't **have/had** negotiated the sale at that price!
- 72- When they get here we **will have finished/will finished** the meeting. It will be over!
- 73- **Never have I seen/never I have seen** such a boring presentation!
- 74- I was extremely tired yesterday evening because I **have/had** been working since 6 am.
- 75- If we **won/win** the new contract, we could open a new branch in Miami.
- 76- Mary just hates Monday mornings! **He too/so does he**.
- 77- I would like to speak to the person **who/whom** looks after bookings please.
- 78- James seems happier now. He **would/would have** complain all the time in his last job.
- 79- By the time the plane arrives we **will have been/ will had been** waiting for 3 hours.
- 80- **In spite of/despite of** her skills, I am not sure she's the right person for the job.
- 81- We negotiated well. We **were able to get/could to get** a good price.
- 82- To **whom/who** were you talking on the phone?
- 83- It was a **five-hour/five-hours** meeting –that's too long!
- 84- Would you mind if I just checked with my boss? **Not at all/no, I do**. Go ahead.

- 85- If you *hadn't/haven't* mislaid the file we would have looked more efficient!
- 86- Both of these candidates are suitable, but *neither/none* of them speaks good English.
- 87- If only she *weren't/isn't* so pushy she would make a good manager.
- 88- He isn't *pushy enough/enough pushy* to be a good negotiator.
- 89- Please do not telephone me at 1 o'clock, I *will be having lunch/ will having lunch*.
- 90- My assistant and I have known *ourselves/each other* for a long time now.
- 91- The harder you work, the *most/more* likely you are to succeed!
- 92- You *needn't have/have not needed* to come in today. I can manage.
- 93- He has hardly *ever/never* been in the same job for more than 6 months.
- 94- I don't ever work overtime. *Neither/either* do I.
- 95- I did that presentation all *by my own/by myself*!
- 96- Don't tell them about your promotion yet, *will you?/do you?*
- 97- The president used to *fly/flew* to the German subsidiary once a week. He doesn't come so often now.
- 98- We are having the catering *did/done* by that new firm down the road.
- 99- The boss suggested that I *took/take* some time off.
- 100- I would like more time to finish this test. **So do I /so would I.**

GRAMMAR SECTION

Voici un petit test pour faire le point sur votre niveau de grammaire. Les réponses vous indiqueront quelles règles grammaticales vous devez réviser (si jamais vous donnez la mauvaise réponse)

Dans ce test, il faut choisir la bonne réponse entre les deux choix en Italique. Justifiez vos réponses

- 1- When he plays the violin, it does not sound very good/*well*.
- 2- His computer broke down/*broke up* last week.
- 3- He's retiring next week. After all he is/*was* born in 1945!
- 4- The new team have not got/*has not got* many management skills!
- 5- The new service provider is not as efficient than/*as* the last one.
- 6- She does not never/*ever* congratulate her team on all their hard work.
- 7- There isn't enough ink/*ink enough* to print all those pages!
- 8- Please slow down. You are speaking too quickly/*quick*.
- 9- Please put those exhibits back on the right shelves/*shelves* at the end of the day.
- 10- You must to/*must* sign both copies of the contract.
- 11- Could we bring forward/*bring ahead* the sales meeting to Monday?
- 12- How many/*much* time will it take for the samples to arrive?
- 13- I really hate being/*be* late for work.
- 14- Let me introduce John. He is a colleague of me/*mine*.
- 15- Last week we have made/*made* record sales.
- 16- If you press that switch all the lights going/*go* off.
- 17- All our products are manufactured/*manufacturing* in France.
- 18- He will taking/*is taking* the train to Berlin tomorrow.
- 19- There isn't some/*any* paper left in the photocopier.
- 20- The auditor is actually/*currently* going through the accounts.
- 21- It is a pity. The conference is interesting but I am not understanding/*I don't understand* a word the speaker is saying.
- 22- I am sorry caller, the line is busy. Could you hold on/*hold up*?
- 23- That is Johns/*John's* computer.
- 24- If they had known/*have known* they would not have hired an outsider for the job.
- 25- His phone was ringing/*rang* while she was presenting her project.
- 26- Where's Bob? He's gone to the department for/*to* get some advice on a software issue.
- 27- We will sign/*sign* the contract if you agree to the 5% discount.
- 28- Have you ever visited the Paris factory? Yes, I have/*Yes, I visited*.
- 29- Always wear/*wearing* protective clothing when visiting the factory.
- 30- You should have/*had* told me you were going to hand in your notice.
- 31- How much/*many* information have you got on that client?
- 32- It's John and Jonas's/*John's and Jonas's* leaving party tomorrow. They are having it together.
- 33- I think I going to/*will* take another look at that file before you send it.
- 34- I need someone to update the software urgently! I'll do it/*I'm going to do it*.
- 35- The plane took off/*took up* over an hour late.
- 36- When we got to the station the train had already left/*has already left*.
- 37- There weren't many/*much* people at the conference.
- 38- He said he were/*was* going to see the supplier this week.

- 39- This has been the worse/worst day of my life!
- 40- I can wait no/any longer for your answer.
- 41- I cannot come to the meeting because/otherwise I am going on business trip.
- 42- What is that/this thing over there? It's long way away, but I think it's a helicopter.
- 43- He said that if he will win/won the jackpot he would carry on working.
- 44- Mrs Simons has lost his/her handbag. Has anyone seen it anywhere?
- 45- The staff are expecting to work/work flexi time from now on.
- 46- He told them not to be late/to be not late.
- 47- Is there/are there any dividends on the investment this year?
- 48- Where's Mark? He's gone at/& home.
- 49- All of our components are made/are make in Europe.
- 50- Someone has left their/ his computer on –what a waste of electricity.
- 51- You didn't really tell him to leave the room; didn't you/did you?!
- 52- He's forgotten to go to the meeting! It Can't/mustn't be true!
- 53- They are John's and Jones's/John and Jane's cars. One car belongs to John, one to Jane.
- 54- When he was young, he could/can speak 5 languages.
- 55- You don't have to/mustn't wear a tie on Fridays. You can choose.
- 56- Help you/help yourself to whatever you want.
- 57- If you come at 11am we will inaugurating/we will be inaugurating the new laboratory.
- 58- He is used to working/work late at night; it doesn't bother him at all.
- 59- You would/had better go and see the boss –he doesn't look happy!
- 60- It is very well-known/well-knowing pharmaceutical company.
- 61- We may/should have to cancel our agreement if the goods do not arrive on time.
- 62- I wish I have/had known the company was going bankrupt.
- 63- I'm just the person for the job, am not I / aren't I?
- 64- He really doesn't know how to use that software. So/neither do I.
- 65- Could you show Mr Smith the others/other versions of the software?
- 66- Neither John nor/or Peter are going to invest in the start-up.
- 67- I think you shouldn't/ I don't think you should answer that email while you're angry.
- 68- Would you happen to know where is the H.R. Office/ where the H.R Office is?
- 69- Her boss often makes her work/to work late in the evening.
- 70- It might have been/have might been to ask me before going ahead.
- 71- He can't have/had negotiated the sale at that price!
- 72- When they get here we will have finished/will finished the meeting. It will be over!
- 73- Never have I seen/never I have seen such a boring presentation!
- 74- I was extremely tired yesterday evening because I have/had been working since 6 am.
- 75- If we won/win the new contract, we could open a new branch in Miami.
- 76- Mary just hates Monday mornings! He too/so does he.
- 77- I would like to speak to the person who/whom looks after bookings please.
- 78- James seems happier now. He would/would have complain all the time in his last job.
- 79- By the time the plane arrives we will have been/ will had been waiting for 3 hours.
- 80- In spite of/despite of her skills, I am not sure she's the right person for the job.
- 81- We negotiated well. We were able to get/could to get a good price.
- 82- To whom/who were you talking on the phone?
- 83- It was a five-hour/five-hours meeting –that's too long!
- 84- Would you mind if I just checked with my boss? Not at all/no, I do. Go ahead.

- 85- If you hadn't/haven't mislaid the file we would have looked more efficient!
- 86- Both of these candidates are suitable, but neither/none of them speaks good English.
- 87- If only she weren't/isn't so pushy she would make a good manager.
- 88- He isn't pushy enough/enough pushy to be a good negotiator.
- 89- Please do not telephone me at 1 o'clock, I will be having lunch/ will having lunch.
- 90- My assistant and I have known ourselves/each other for a long time now.
- 91- The harder you work, the most/more likely you are to succeed!
- 92- You needn't have/have not needed to come in today. I can manage.
- 93- He has hardly ever/never been in the same job for more than 6 months.
- 94- I don't ever work overtime. Neither/either do I.
- 95- I did that presentation all by my own/by myself!
- 96- Don't tell them about your promotion yet, will you?/do you?
- 97- The president used to fly/flew to the German subsidiary once a week. He doesn't come so often now.
- 98- We are having the catering did/done by that new firm down the road.
- 99- The boss suggested that I took/take some time off.
- 100- I would like more time to finish this test. So do I /so would I.