

Progress Test 3 (Units 7–9)

LISTENING

Track 5

A You will hear two managers, Franco and Diana, talking about putting a team together for a new project. Complete the notes. You will hear the conversation twice.

Project team

- Stefan: would probably make a very good art director – _____¹, energetic and _____²
- Miguel: too busy
- Françoise: _____³ – project manager needs to do a little bit of everything
- Begonia: very _____⁴ and _____⁵ – ideal for budget controller

Track 6

B Aglizer, a multinational fertiliser producer, has been in negotiations with the government of the island of Tulumbiki. Listen to the radio newscast. Complete the sentences below with the correct alternative - a, b or c. You will hear the newscast twice.

- 6 Negotiations _____.
- a) are ongoing
 - b) have been delayed
 - c) have ended
- 7 Aglizer and the Tulumbiki government were negotiating about _____.
- a) import taxes
 - b) a construction project that was cancelled
 - c) tough laws that apply to foreign businesses
- 8 Aglizer stopped the project because _____.
- a) local people protested
 - b) they failed to raise enough capital
 - c) the government refused to grant permits
- 9 Now the project will _____.
- a) be moved to a different location

- b) not be allowed to continue
- c) go ahead but be run by a government-owned company

10 As a result of the decision,_____.

- a) laws will be changed to make construction projects easier to approve
- b) Tulumbiki is still seen as a good place for foreign investment
- c) Aglizer will not be allowed to do business in Tulumbiki in the future

READING

A Read the article and decide whether these statements are true or false.

- 11 The meeting in Paris was about opportunities in the fashion business.
- 12 The French government hopes to bring Arab money to France.
- 13 Anne-Marie Idrac is a French investment banker.
- 14 The first time a conference like this was held was ten years ago.
- 15 Arab women have traditionally had a lot of control over money.

Downturn will not stop march of Arab women

By Roula Khalaf

The women gathered in a splendid hotel in the heart of Paris on a recent rainy day. They had arrived in style, some sporting fur coats, others clutching Hermès bags.

Yet this was not a social event nor a fashion show. The guests were some of the Arab world's top businesswomen and their trip to Paris was to learn about business opportunities, even in today's difficult economic times.

They were letting themselves be charmed by the French government, which has suddenly discovered that the wealth of Arab women and their rising profile in the business world represents a good source of capital.

Paris, the businesswomen were told, was now a financial centre. Its important contribution to the asset management business, they said, had turned it into the 'Boston' of Europe. 'It is time to invest with us,' declared Anne-Marie Idrac, minister for foreign trade. 'You are welcome, you are welcome,' she added.

The Paris conference, organised by the Arab International Women's Forum, would have been inconceivable a decade ago.

True, many Arab women, particularly in the oil-rich Gulf, have always controlled big fortunes, largely gained through inheritance. But it is only more recently that they have sought to make their own investment decisions.

It is also in recent years that the club of Arab businesswomen has expanded, creating a new class who have worked their way through family businesses or started their own companies. More confident and determined, Arab businesswomen today are better organised – and more widely heard.

As Fayza Abounaga, Egypt's minister of international cooperation, told the conference, the number of women's business associations in her country has grown from a single one in 1995 to as many as 22 today. Higher levels of education as well as economic need have sent more and more women into the workforce. Islamic law, meanwhile, allows women to own property and maintain control over their wealth when they marry. **FT**

B Choose the best answer to each question according to the article.

- 16** Where have some Arab businesswomen begun work in business?
- a) internships abroad
 - b) family businesses
 - c) women's business organisations
- 17** How have Arab businesswomen changed?
- a) They've become wealthier.
 - b) They've begun doing business in Europe.
 - c) They've become better organised.
- 18** How many women's business associations were there in Egypt in 1995?
- a) none
 - b) one
 - c) twenty-two
- 19** How has education affected Arab women?
- a) It has increased their ability to work.
 - b) It has decreased the amount of time they have available to work.
 - c) It has doubled their earnings, on average.
- 20** What does Islamic law say about women's wealth?

- a) Wealthy women should give their money to their husbands.
- b) They are not allowed to control property.
- c) They are allowed to make financial decisions after they are married.

LANGUAGE

A Choose the correct words to complete each sentence.

- 21 You (don't have to / mustn't) smoke here. It's dangerous.
- 22 I (have to / should) get a visa before I go to Libya. I can't get in without one.
- 23 You (must / should) learn about a country's culture before you try to do business there. Otherwise, you may not understand what's going on.
- 24 You (don't have to / shouldn't) make an appointment before you visit the embassy but you may have to wait in a long queue if you haven't got one.
- 25 If you want to improve your English, you (have to / should) try watching some English-language films.

B Complete the sentences using the correct form of the verbs in brackets.

- 26 We can't afford _____ (invest) more money in research this quarter.
- 27 Your new job will involve _____ (communicate) with our local offices.
- 28 After we'd worked all evening, we stopped _____ (have) a pizza at about midnight.
- 29 Warner intends _____ (sign) the contract tomorrow morning.
- 30 The consultants suggested _____ (improve) our cross-cultural communication skills.
- 31 If you _____ (call) me at four o'clock, I'll be in the office.
- 32 If they _____ (order) 10,000, we would give them a bigger discount.
- 33 Will you _____ (deliver) the goods by Friday if we place the order on Monday?
- 34 What would you do if we _____ (cancel) the order?
- 35 If we _____ (not have) our own fleet of trucks, we wouldn't be able to deliver on schedule.

SKILLS

A Complete the dialogue with the phrases (a–e).

- a) I think that's

- b) I was wondering if
- c) My name's
- d) I'm calling about
- e) I'd like to check

A Good morning. _____³⁶ Ahmed Saleh. _____³⁷ your advertisement in *Business News*.

B For Asia sales manager?

A Yes, that's the one. I've been invited for an interview. _____³⁸ you'll be conducting interviews in Singapore as well as Hong Kong.

B That's a good question. Mr Wright, who's running the interviews, splits his time between the two offices.

A Yes, I know. And I'm going to be in Singapore for the next two weeks.

B OK, let me just check.

...

Mr Wright says no problem, just contact the office there to set up the interview.

A Great. Thanks a lot. There's just one other thing _____³⁹. You want someone who can start on 1 June in Hong Kong, right?

B Yes, that's right.

A Thanks. _____⁴⁰ everything.

B Good luck with the interview!

B Match the statements (41–45) with the best replies (a–e).

- | | |
|---------------------------------------|---------------------|
| 41 I got the job! | a) Help yourself. |
| 42 Thanks for your help. | b) Bad luck. |
| 43 Do you mind if I have some coffee? | c) Congratulations! |
| 44 Let me buy lunch. | d) No, it's on me. |
| 45 I heard that Ray has lost his job. | e) Not at all. |

VOCABULARY

A Match the sentence beginnings (46-52) with the best endings (a-g).

- 46 When I was promoted, my new job was tough. I was really thrown in at the
- 47 We're planning a party to break the
- 48 When I gave a client a really big discount, I got into
- 49 Jim and I agree about a lot of things but we don't see eye to
- 50 Visiting the factories in South China was a real
- 51 I don't speak Korean, so whenever I visit the Seoul office, I feel like a fish out of
- 52 The new manager in Dubai gets on with the area manager like
- a) water.
b) deep end.
c) a house on fire.
d) eye-opener for the sales team.
e) ice with the new employers.
f) eye about the issue of bonuses.
g) hot water with my boss.

B Choose the best words to complete these sentences.

- 53 When high _____ are charged on imports, the market isn't really free.
a) barriers b) tariffs c) quotas
- 54 _____ are a feature of protected markets.
a) Open Borders b) Developing industries c) Restrictions
- 55 Governments _____ markets by lifting barriers to trade.
a) liberalise b) subsidise c) compete
- 56 _____ of foreign goods is driving domestic companies out of business.
a) Regulation b) Customs c) Dumping
- 57 We're trying to _____ a team of people to work in the Bahrain office.
a) assemble b) make c) check
- 58 We can _____ the candidates, then interview five of them.
a) train b) shortlist c) advertise
- 59 I had to take a _____ to assess my mental ability.
a) probationary period b) psychometric test c) résumé
- 60 I filled out the _____ and gave it to the interviewer.
a) curriculum vitae b) application form c) covering letter

WRITING

A You work for a printing firm. You recently received the quote below for some computer hardware. Write a brief letter of reply (40-50 words), accepting the quote

COMPUTER HARDWARE SUPPLIES	
Riverside Industrial Estate, Unit 7A, Selby, YO8 9JH	
01757 998 099	
Joshua Clemmins	
Leeway Printing Services	
45 Lee Hill Wynd	
York	
YO26 5MM	
6 th December 20-	
Dear Mr Clemmins,	
With reference to your enquiry of 25 November I am pleased to submit the following quotation.	
XLogix 6995 20-port fibre channel switch (installed, incl. VAT)	£6,330.00
Powerhead Storage Loader PSL-445 (installed, incl. VAT)	£2,609.00
TOTAL	£8,939.00
I look forward to hearing from you.	
Yours sincerely	
Elspeth Trimble	

B You work for Va-Va-Voom Toys, a toy manufacturer. You receive this note from your boss asking you to order some LED bulbs. Write an email (120-140 words) to Mary Ong.

10 March

Please email Mary Ong and South China lights (ong_mary@sochli6.com)

- Need 5,000 A-988 bulbs in our warehouse by 27 March (so please air freight – we'll pay as usual)
- Last order was late; won't order again if this delivery is late
- Will order 5,000 at 10% discount
- Will they give us 15% discount for double order (10,000)?
- Additional 5,000 bulbs can be sent by sea freight, their cost, as usual
- Ask for an answer tomorrow, if possible; we may try another supplier

ANSWER KEY

PROGRESS TEST 3

Listening (10 marks)

- 1 creative
- 2 ambitious
- 3 adaptable
- 4 methodical
- 5 analytical
- 6 c / 7 b / 8 a / 9 c / 10 b

Reading (10 marks)

- 11 False / 12 True / 13 False / 14 False / 15 True
- 16 b / 17 c / 18 b / 19 a / 20 c

Language (15 marks)

- 21 mustn't
- 22 have to
- 23 should
- 24 don't have to
- 25 should
- 26 to invest
- 27 communicating
- 28 to have
- 29 to sign
- 30 improving
- 31 call
- 32 ordered
- 33 deliver
- 34 cancelled
- 35 didn't have

Skills (10 marks)

- 36 c / 37 d / 38 b / 39 e / 40 a
- 41 c / 42 e / 43 a / 44 d / 45 b

Vocabulary (15 marks)

- 46 b / 47 e / 48 g / 49 f / 50 d / 51 a / 52 c
- 53 b / 54 c / 55 a / 56 c / 57 a / 58 b / 59 b / 60 b

Writing (20 marks in total; 10 marks each)

See Examiner's guidelines.

A

Dear Ms Trimble

Thank you for your letter of 6 December, in which you quoted £8,939 for supplying and installing an XLogix 6995 20-port fibre channel switch and a Powerhead Storage Loader PSL-445. We are pleased to accept the price and the terms quoted. Please could you contact me to discuss arrangements in more detail. Yours sincerely

B

Subject: A-988 LED bulbs

Dear Ms Ong

I'd like to place an order for 5,000 of the above. We need to have these bulbs in our warehouse by 27 March, so please send these via air freight. As usual, we'll pay the air freighting costs. Our last order from you was several days late. If you don't deliver on time, we won't order from you again.

If you give us a 10% discount, we'll place a firm order of 5,000 units. Will you give us a 15% discount if we double our order to 10,000? The additional 5,000 bulbs can be sent by sea freight as included in your price. If possible, please give us an answer tomorrow. We are considering finding another supplier.

Yours sincerely

PROGRESS TEST 3

Track 5

(F = Franco, D = Diana)

F OK, the project starts early next month so we really need to get the team in place this week.

D Right. Well, I'd really like Stefan to be on this one.

F Do you think he's practical enough?

D Probably not to manage the team but I think he'd make an excellent art director.

F It's true that he's very creative

D Right. And he works very hard and he's also determined to succeed. He wants to make his mark.

F You're right. He's very energetic and ambitious. Now, what about Miguel?

D No, not on this one. He's too busy with other things at the moment. But I'd like to see Françoise on the team, preferably as project manager. The PM needs to do a little bit of everything and Françoise is one of the most adaptable people I know.

F Yeah, OK. Fine. We just need a budget controller, now. Suzanne's really reliable

D Yeah, but we need someone very methodical, someone who's analytical.

F That's Begonia, then, isn't it?

D Yeah, perfect.

F OK. We just need to get those three in here ...

Track 6

And now for the business news. Negotiations between Aglizer, a multinational fertiliser producer, and the government of the island of Tulumbiki have ended. The two sides have now settled a dispute over Aglizer's cancellation of a \$1.2 billion project to build a nitrogen plant on the south coast of the island.

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Aglizer had been given all the necessary permits but then stopped the project after local people protested because of possible impact on the environment. The case was seen as a test of how friendly Tulumbiki is towards foreign investment.

Aglizer and the Tulumbiki government have now agreed that Tulumbiki's state-owned palm oil processing company will acquire the project through a share exchange. Aglizer shareholders will receive a 30-per-cent stake in the new business.

The quick resolution of the conflict is seen as a signal that Tulumbiki still has a favourable environment for foreign investors.