

Progress test 1 (Units 1–3)

LISTENING

Listen to a short speech by Henry Becker, CEO of Hendix Corporation. Choose the best word or phrase – a, b or c – to complete the sentences.

Track 3

- 1 Mr Becker is talking to _____ .
a) new employees b) new customers c) regional managers
- 2 He begins the speech by _____ .
a) apologising b) explaining the day's schedule
c) saying what he's going to talk about
- 3 He congratulates the audience because they have _____ .
a) won an award b) been successful c) got a pay increase
- 4 He says that he expects employees to _____ .
a) always arrive on time b) improve the company c) work hard
- 5 'Honesty, quality and innovation' is the company's _____ .
a) motto b) latest advertising slogan
c) mission statement
- 6 He says that he expects employees to _____ .
a) make a profit b) be highly competitive c) be fair
- 7 He says that the company is known for its _____ .
a) good products b) low prices c) quick delivery
- 8 The company _____ innovation.
a) wants to avoid b) encourages c) won't reward
- 9 Becker says that Hendix is a _____ .
a) multinational giant b) strong competitor c) good employer
- 10 He says that Hendix gives workers the right _____ to produce quality work.
a) equipment and training b) management structure c) bonus system

Name _____

Class _____

- 11 Hendix helps its employees choose the right direction in their _____ .
a) personal life b) working life c) further education
- 12 Becker says that employees' ideas are _____ .
a) valuable b) expensive c) unusual

VOCABULARY

A Complete the text with words from the box.

a living opportunities	a subsidiary parent company	company	ladder	move	office
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Fawaz makes (13)_____ as an accountant in the Finance Department of a multinational engineering (14)_____. Every business needs accountants so there are a lot of career (15)_____ for Fawaz. 'I'm climbing the career (16)_____, ' he says. 'I want to be a manager.' Right now, he works in (17)_____ in Bahrain. He works hard because he wants a promotion. 'I need more experience' he says. He's hoping for a big career (18)_____ : a job in the UK. 'The (19)_____ has its head (20)_____ in London,' he says. 'I study English every day because I want a job there.'

B Choose the correct word to complete the sentences.

- 21 When a company announces good results, often its (share / turnover) price increases.
- 22 Our (return / net) profit is lower this year because sales are down.
- 23 We're offering interest-free (stock / credit) this month for first-time buyers.
- 24 We give customers a full (guarantee / refund) if they return an unused product within 30 days.
- 25 Can you give me a 10 per cent (discount / delivery) if I buy in bulk?
- 26 There's usually a 14-day cooling-off (period / supplier) for financial products.
- 27 Most supermarkets offer a (warehouse / loyalty card) scheme with reward points.
- 28 Give me your credit card (details / manufacturer) and I'll send your order today.

SKILLS**A Complete the dialogue with words and phrases from the box.**

Can	Can I leave	Could I speak	I can transfer	I get	This is
She seems to be					

A (29)_____ with Mary Yim, please?

B Who's calling, please?

A (30)_____ Simon Starkey from Head Office.

B (31)_____ you hold?

A Sure.

...

B (32)_____ with someone right now. Can (33)_____ her to call you?

A I'm leaving the office now. (34)_____ a message, please?

B (35)_____ you to her voice mail.

A Great. Thanks.

B Complete the first part of the conversation with the responses (a–c).

- a) €3.00 each could be all right, as long as you order 3,000 or more drives.
- b) We can do that. We can offer you a price of €3.50 each.
- c) OK, for 3,000 I can do €2.95.

A We're interested in ordering some flash drives with our company logo on them.

B How many drives do you want?

A 2,500.

B (36) _____

A I think that's too much. We can get them from KL Drives for €3.00 each.

B (37) _____

A If you give them to us for €2.90 each, we'll increase the order to 3,000.

B (38) _____

A Right. That's reasonable.

C Complete the second part of the conversation with the responses (a–e).

- a) Fine. If you pay 50 per cent now and 50 per cent on the 20th, we've got a deal.
- b) I'm sorry, we can't agree to that. We need more time.
- c) If you pay in advance, we can deliver on the 20th of September.
- d) That might be OK if you can pay in full on the day of delivery.
- e) Let's talk about the schedule.

A What else do we need to talk about?

B (39) _____

A OK. We'd like to have the stock in our warehouse by the 15th of September.

B (40) _____

A Then when can you deliver?

B (41) _____

A I'm sorry, we can't agree to that. It's against company policy. We can make a 50 per cent down payment but no more.

B (42) _____

A We can do that, providing you deliver on time, on the 20th of September.

B (43) _____

A Great.

LANGUAGE**A Choose the correct word or phrase to complete the sentences.**

- 44 (Would / Could) you like something to eat?
- 45 Listen! Is that Alicia playing? She (would / can) play the piano very well!
- 46 (Could / Can) you speak Spanish before you lived in Argentina?
- 47 Hello, this is Darren speaking. (Would / Can) I help you?
- 48 It's raining. (Can / Would) you like to borrow my umbrella?
- 49 This is the employees' car park so don't park here. Visitors (have to / shouldn't) park in the visitors' car park.
- 50 You (should / shouldn't) learn some Japanese if you're going to do business in Japan.
- 51 We (don't have to / mustn't) be late for the meeting with the CEO!
- 52 My train leaves at 6:00 so I (mustn't / don't need to) be at the station before 5:50.
- 53 This is the emergency exit so we (shouldn't / don't have to) put a desk in front of it.

B Complete the sentences using the correct form (present simple or present continuous) of the verb in brackets.

- 54 Mariela _____ (visit) a client this morning but she'll be back in the office this afternoon.
- 55 I always _____ (have) my mobile phone switched on.
- 56 Luke usually _____ (practise) a presentation several times before he gives it.
- 57 The photocopier in my office _____ (not work) today. Can I use yours?
- 58 The business is doing very well at the moment. We _____ (open) a new store every month.

READING

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

- 59 Foxconn is a retailing company.
- 60 The company is planning to use more robots in its factories in the future.
- 61 Currently, salaries for workers in China are increasing.
- 62 Local governments are against Foxconn's expansion.
- 63 It isn't easy to install new robots in an old factory.
- 64 Foxconn currently has 300,000 workers in Chengdu.

Foxconn looks to a robotic future

By **Kathrin Hille**

Foxconn, one of the world's largest electronics manufacturers, is planning to have as many robots as workers in its China factories within three years, according to Terry Gou, chairman and chief executive.

Foxconn, China's biggest employer, produces Apple's iPad and other electronic gadgets. The group currently employs 1m workers but has just 10,000 robots on its production lines.

Mr Gou outlined the company's plans at a Foxconn gathering late last week in Shenzhen, a coastal manufacturing centre in southern China. According to people who attended the function, the chief executive said the group would have up

to 300,000 robots next year and 1m two years from now, highlighting the drastic changes China-based manufacturers are making as competition for labour increases.

'This is part of a broad automation push among China-based manufacturers,' said Alvin Kwock, head of hardware technology research at JP Morgan. 'It signals that the cost of labour is no longer lower than the cost of capital.' Salaries for migrant workers, the main part of Foxconn's China workforce, rose 30-40 per cent last year. And that trend is continuing.

Foxconn says it wants employees to move 'higher up the value chain beyond basic manufacturing work'.

Many local governments are hoping that Foxconn will create large-scale

employment in their backyards, and the group is building several large new factories in inland cities where labour costs are lower.

Analysts, however, believe the group's automation plans are an important part of its expansion strategy. 'Foxconn has been comparatively slow when it comes to automation,' said Mr Kwock. 'Automating an old factory is difficult because you then have to redesign the floor plan, so you want to introduce automation as part of a new plant.' In Chengdu, where one of the group's large new factories is located, government officials say Foxconn is expected to employ 100,000 workers by the end of the year and eventually reach a headcount of 300,000.

**B Read the article again. Choose the best word or phrase to complete the sentences.**

- 65 Using robots in a factory is an example of _____ .
- a) marketing b) distribution c) automation
- 66 The Foxconn Group currently has _____ robots.
- a) 10,000 b) 1m c) 300,000
- 67 Manufacturing companies in China are _____ because workers' salaries are increasing.
- a) moving overseas b) failing c) changing

WRITING

Choose one of the following options. Write an e-mail (80–100 words).

Option 1

You are doing work experience in the sales and marketing department of City Hotels, an international hotel chain. You want a trainee position in the department when you finish your university degree next month. Write an e-mail to the department manager, Ms Green. You are now working closely with her and you have a friendly, relaxed relationship. Explain what you can offer the company. Include the subjects below. You can write real information about yourself or invent appropriate information.

Write about:

- *how you're enjoying your work experience*
- *your desire for a trainee position in the department*
- *your current university course*
- *your languages*
- *your strengths.*

Begin:

Dear Ms Green

I'm really enjoying my work experience in ...

End:

Please let me know if we can discuss this further.

Best regards,

(Name)

Option 2

You see this job advertisement. Write an e-mail to Simon Brown saying that you are interested in one of the jobs (say which one). Give a brief explanation of the strengths you believe you could bring to the job. Ask for more details and an application form.

Market researchers & Project managers

Zimpfo, a top market research company, is recruiting market researchers and project managers. We are looking for talented people who wish to develop their career in market research.

E-mail Simon.Brown@zimpfo.com for details.

Audio script

PROGRESS TEST 1

Track 3

Mr Becker Good morning. My name is Henry Becker and, as you all know, I'm the CEO of Hendix Corporation.

My purpose today is to welcome you to Hendix Corporation. I'll begin today by congratulating you on joining the company. Next, I'll discuss the company's expectations for its employees. Finally, I'll talk about what makes Hendix Corporation a good company to work for.

So first, congratulations. As recent graduates, you have all chosen to begin your careers with one of the world's most respected manufacturing companies. The job market is tough these days and there is a lot of competition for every job. So you've already achieved a lot, just being here today.

Moving on to expectations, each of you has a different reason for choosing to join our company and different expectations of the job. However, the company has one main expectation for all of you: that you will always work to make the company better. Better how? What makes a 'good' company? Well, our company motto is 'Honesty, quality and innovation'.

Honesty. As a company, we believe in being fair and honest in business. This means we expect our employees to deal honestly and fairly in every part of their work.

Quality. We make some of the best products on the market in our sector. Why? Because we expect our employees to think about quality in everything they do.

Innovation. This means always changing and improving. We improve as a company because we expect our employees to always make small improvements in the way we work.

Right. So what makes Hendix Corporation a good company to work for?

First, we're committed to teamwork and to fair treatment of all employees.

Second, we give our employees a quality workplace. We provide the best training and tools for our employees. This means you can do your job well and it also means you can develop and follow a career path that we decide together.

Third, we listen. Some of our best ideas come from our employees. At Hendix, you and your ideas are one of the company's most important assets.

Once again, welcome to Hendix Corporation.