

Grade: … /80 … /30

Signature: ……………….

* Vocabulary:……./10
* Grammar:……/20
* Reading comprehension:……./20
* Writing:……../ 30

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1. Vocabulary /10

**Business & Finance** : Complete this crossword puzzle



|  |
| --- |
| **N.B.  There are no spaces between words.** |
| **Across** | **Down** |
|   1.  rate and efficiency of work  4.  ask the bank to advance money  6.  money paid for a loan 10. wealth of person or business 12. A promise to repair or replace a product 13. amalgamation of two companies 14. legal agreement 16. total sales of a company 17. share of profits paid to shareholders  |   2.  proof of payment  3. to put money into a company or business  5.  money paid to owner of copyright or patent  7.  part of the capital of a company  8.  where shares are bought and sold  9.  money lent 11. amount of money spent 14. neither cheque nor credit card 15. money returned  |

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II) Grammar : /20

1**.Third Conditionals** :

Complete this conversation using the correct form of the verbs in brackets :

CRISTINA : So why do you think the project was so unsuccessful ?

JEFF : Looking back, there were so many mistakes. If we **1**  ***had started*** (start) the project in January

instead of May, we **2**……………………………. (be able to) launch at the right time for the buying

season.

CRISTINA : OK, but I heard there were delays in sending out stock even once the project was established.

JEFF : Well, yes, we had lots of problems organising the packing line.

CRISTINA : I see, **3**……………………………. (you/get) more stock out into the market on time with

a better-organised packing line ?

JEFF : Maybe. I think that’s something that we should look at in future projects.

CRISTINA : What about the communication problems ? **4**……………………………. (it/help) if

more people **5**……………………………. (take) Spanish classes before moving to the Guatemala

office ?

JEFF : Well, as you know, I studied Spanish for several months before moving. I certainly think it

**6**……………………………. (be) difficult to communicate with my clients if I

**7**…………………………….(not/know) any Spanish.

CRISTINA : It’s really important to learn from our mistakes this time. If we

**8**……………………………. (learn) the lessons from our previous ventures in Latin America, we

**9**……………………………. (not/have) so many problems establishing the business in Guatemala.

JEFF : Yes, if we **10**……………………………. (have) more support from our other offices, the

project probably **11**……………………………. (succeed).

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2 .**Gerunds vs To +BV** :

Complete this conversation between two colleagues about a competitor.Use the correct form of the verbs in brackets :

ALAN : Any news of Mounts ? Are they managing **1 *to take***much business from us ?

TIM : I’d say that around here we’re still doing ok.Customers tend **2**……………………….. (come) to

us first.But we’ve ended up **3**…………………….. (lose) customers in Scotland because that’s always

been their area.

ALAN : So, should we spend a lot of time **4**……………………….. (try) to win back that business ?

TIM : I’d say not,no.We decided **5**……………………….. (focus) on other areas for now so that we

can concentrate on **6**……………………….. (build) our business round here.We can’t afford

**7**……………………….. (ignore) the local area.

ALAN : I guess Mounts have considered **8** ……………………….. (move) into our area

here,though.Are they still relying on **9**……………………….. (be) the cheapest ?

TIM : Yeah.If they do target this area, I expect **10**……………………….. (get) a lot of calls from

customers about prices. It’s a worry.

ALAN : Well,we’ll just have to keep **11**……………………….. (offer) a better service.

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III) Reading comprehension / 20

**Text :** Four styles of corporate leadership

Read this article from the *Financial Times* by Diane Summers and answer the questions on page 5

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Read the article from the *Financial Times* by Diane Summers and answer the questions :

* Each of the statements a-d was made by someone with one of the four management styles in the article. Match each statement with the management style of the person who said it.
1. I believe in delegating responsibility as much as possible. I try to be open and trusting towards the people I work with. I leave detail to my managers and focus on longer-term strategy, rather than day-to-day operations. I get on really well with non-executive directors.

**Person who said that :**……………………..

1. I’m really interested in what motivates people and I try to balance emotional issues with intellectual ones. I think it is really important to get on with other people and understand their concerns. I try and support the people I work with as much as possible.

**Person who said that :** ……………………..

1. I work very closely with the CEO and we make a great team. I have very clear and strong views about what needs to be done, but I don’t always tell people what they are ! I have respect for the people I work with, and I expect them to respect me.

**Person who said that :** ……………………..

1. I need people who think about the company 25 hours a day. I’m the boss round here.All this stuff about the chair and the CEO being equals is nonsense ! I believe in having a clear strategy and carrying it through. Once a strategy is decided, continual analysis of what we’re doing is not helpful.

**Person who said that :** ……………………..

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* Decide whether these statements are **True or False and correct the False ones by quoting from the text** (lines 1-14):
1. CGC has its headquarters in London : ……………….

………………………………………………………..

1. All the board members to whom a questionnaire was sent replied : ……………….

………………………………………………………..

1. All the people who were interviewed completed a questionnaire: ……………….

………………………………………………………..

1. The board members all come from companies whoses shares are listed on the London stock market: ……………….

………………………………………………………..

1. More chief executives than chairs were interviewed: ……………….

………………………………………………………..

* Find expressions in line 47-83 that mean:
1. When you support your organisation and do nothing to harm it (1 word):

……………….

1. When you spend a lot of time understanding figures, facts,etc (2 words):

 ……………….

1. When you put all your energy into the company you work for (1 word):

……………….

1. When you have a clear idea of what the future will be like (1 word):

 ……………….

1. The way you relate to different people (1 word):

……………….

1. Strength of character (3 words):

……………….

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IV) Writing:

In your opinion which characteristics in order of importance are necessary to be a good CEO, give reasons for the order you choose (for instance: intellectual brilliance, strategic sense, talented communicator etc…)

Write at least 200 words. 🚔 points will be taken off if the essay is too short

Grading scheme:

Structure /4

Content /12

Grammar /7

Vocabulary /7

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