

REVIEW TEST

PJ12A

Intelligent Business: Unit 14 – Training

II. Vocabulary: (max. 34 points) points

A. Translate the following expressions into English: (2 points each)

- specializované kurzy vyvinuté zkušenými školiteli – _____
mít úzké vazby na úsekové ředitele – _____
vzít si na starost problematiku špatné docházky – _____
vzbudit zájem účastníků kurzu) o případovou studii – _____
ryzí a všestranně rovnostářský přístup – _____
chopit se příležitosti a vznést otázku – _____
upravit kurzy vnitropodnikového školení na míru – _____
vydávat rozkazy shromážděným začátečníkům – _____

B. Write expressions the following definitions refer to: (2 points each)

1. a system whereby authority passes down from the top through a series of executive positions or military ranks in which each is accountable to the one directly superior:

2a company that gives advice on a particular subject to other companies or organizations:

C. Complete the sentence with one of the following phrases; translate the selected phrase: (2 points each)

PAYROLL, DOZEN, TUTOR, PREMISES, VIRTUE, AFTERMATH

1. The American economy has to deal with the _____ of the financial crisis.

In Czech or Slovak: _____

2. Students were assigned a _____ to consult their study matters with them.

In Czech or Slovak: _____

3. The _____ includes all the employees and others who get a salary from us.

In Czech or Slovak: _____

D. Complete the sentences with correct forms of the following verbs; some verbs are not used: (1 point each)

**ASCERTAIN – UPDATE – GET ON TO – STICK TO
ACT OUT – SCHEDULE – ENROL – OBEY**

1. The roles must _____ carefully and honestly.

2. I decided _____ for the course on the development of economic theories.

3. I'd like you _____ all your colleagues on the training course you attended.

4. The classes _____ for all members of junior management.

E. Complete each sentence with a word made from the word given in brackets. (1 point each)

1. Management issues include for instance crisis management or _____ planning.

(SUCCEED)

2. It must be _____ that we are a successful company. (KNOW)

3. People will believe you if you speak _____. (CONVINCE)

4. You'll have to sell more to be given an _____ commission. (ADD)

III. Grammar: (max. 30 points) points

A. Fill in the gaps with a suitable preposition or adverbial, if necessary: (1 point each)

1. You should empower _____ your subordinate to make some decisions for you.

2. I'll never sign up _____ such a class.

3. Tom always has little good to say _____ his boss.

4. The BBC analyzed responses _____ a standard questionnaire.

5. How would you feel _____ participating _____ a role-play session?

6. What does your report refer _____?

B. Rewrite the sentences with the given words so that they mean the same as the original ones: (3 points each)

1. John invested all his money although his financial situation wasn't very good.
In spite of _____, John _____.
2. I went to bed early so that I would be able to get up at 5 a.m.
I went to bed early to _____.
3. You weren't at home yesterday so I didn't visit you.
I _____ if you _____.

C. Put the VERBS and other words in brackets into their correct forms, add prepositions, particles or auxiliary verbs if necessary. You may need to use the passive forms of the verbs: (1 point each)

Training courses enhance the employees' effort _____ (LEARN, COPE) various situations at work. They _____ (TRAIN, PREPARE) stressful as well as unpleasant situations. A good employee should _____ (able, IMAGINE, USE) new approaches at work and training should _____ (HELP, they, ACHIEVE) this. Many people _____ (recent, PRACTISE, BE responsible) many areas but they rarely succeed without proper training. Despite _____ (RECOMMEND, TAKE) courses, consulting firms also suggest _____ (INVITE, staff, OBSERVE) real decision-making within a company. The management should not _____ (MAKE, workers, ENROL) these classes but ideally the employees would _____ (DEMAND, VOLUNTEER, TAKE PART) them.

D. Choose suitable words or phrases that can complete each sentence. The number of correct answers is 0 – 4. (2 points each)

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1. The manager resigned _____ she was accused of fraud.
A: since **B:** because
C: despite **D:** as
2. The manager resigned _____.
A: despite of being innocent **B:** even though of being innocent
C: in spite of that she was innocent **D:** although her innocence
3. The person _____ is my boss.
A: , who you met last Monday, **B:** you met on Wednesday
C: , that you met on Sunday, **D:** who met you on Tuesday

IV. Translation: (max. 16 points) points

Translate the following sentences into English:

Tato firma poskytuje rady ohledně vhodného školení a také nabízí praktické zkušenosti od začátečnické po expertní úroveň, což má účastníkům umožnit aplikovat získané znalosti na své pracovní životy. Toho využívají významné firmy, které ví, že je v jejich zájmu převzít plnou odpovědnost za zlepšování klíčových dovedností zaměstnanců, protože oni potom budou pociťovat osobní význam dosaženého úspěchu a jejich uspokojení z práce vzroste.
