Name_____   Class _____

Unit Test 1

Answer all thirty questions. There is one mark per question.

VOCABULARY: PUBLIC SPEAKING

1 Here are some comments about presentations. Write in the missing consonant letters.

1   I found his _____e_____ _____u _____e_____ very distracting.

2   Sorry, I don't understand this word on your _____a_____ _____ou_____.

3   Your _____a _____e and _____e _____iv _____ry is a little too fast for me to follow.

4   Let me _____e_____ _____ _____a _____e that differently for you.

5   Begin your talk by _____ _____ee_____i_____ _____ people as they arrive.

6   I suggest you use a larger font on your _____i_____ua_____ ai_____ _____.

7   I often start my talks with a story or personal a_____e_____ _____o_____e to get the

    audience's attention.

LANGUAGE REVIEW: IDIOMS

2 Match the two halves of these expressions. Write your answers here.

   8_____ 9_____ 10_____ 11_____ 12_____ 13_____ 14_____ 15_____

8   Could you pop

9   We have some new ideas to bounce

10 I think this might blow

11 Tap into

12 I just can't figure

13 In the long

14 What time does the meeting kick

15 Are we heading down

   a your mind.

   b off?

   c off you.

   d him out.

   e advice from more experienced people.

   f into my office when you have a moment?

   g the wrong track with this?

   h run it's better.

BUSINESS SKILLS: NETWORKING
3 Re-order the words in these phrases from a conference.
16 did what talk you of think the?

_____?

17 wasn't it sort really of my thing

_____

18 you to mine could a I colleague of introduce?

_____?

19 I'm run afraid out cards I've of business

_____

20 lived have here you long?

_____?

21 me a Madrid if call in give you're ever.

_____

22 It's to pleasure you been a talking.

_____

23 you would be having interested lunch in sometime?

_____?

BUSINESS SKILLS: WRITING FORMAL INVITATIONS
4 Read this email. There is one mistake on each line. Correct the error.
Dear Mr Grau

(24) We are writing invite you to our conference entitled 'Truly Global – Truly

(25) International'. We are realising that with the recent publication of your book on

(26) cultural differences, the conference will probably be of interesting to you. For this

(27) reason, we would be honoured if you could to attend the event and give the plenary

   talk to the delegates.

(28) We would be extremely grateful if you could confirm your talk at your the earliest

(29) convenience. Please find attach a speaker's proposal form. Please do not hesitate

(30) to contact with me should you require further details.

With best regards.