

05 28.07.2024

Генеральный Директор



Брагинский А.

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CEFR (The Common European Framework of Reference for Languages)

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«	»	<p>Past Simple and Past Continuous</p>	<p>: have</p> <p>: have to</p>	
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5 -7				
	Past Simple and Present Perfect	: was/were : 50% ,	, .	
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	(plan, hope, expect, would like, want; going to; present continuous)	,	:	e-mails
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10 **-7**

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must, need to, have to, should
Past Simple and Past Continuous
Past Simple and Present Perfect

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Oxford University

Press, Cambridge University Press, McMillan,

) : ABBY Lingvo: www.lingvolive.com

) : www.cambridge.org/cambridgeenglish

) , www.teachers.tv

) www.englishrevealed.co.uk

) www.flo-joe.co.uk

) Ted Talks www.ted.com

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Listening

Listen to radio host Sandra Hebbert interviewing designer Philippe Boisseau. Choose the best answer – a, b or c – to the questions. You will hear the interview twice.

Track 4

- 1 What sort of product does Philippe design?
 - a) stands for trade shows
 - b) cars
 - c) furniture
- 2 What does Sandra ask about?
 - a) Philippe's ideas
 - b) The materials Philippe uses
 - c) Stress in Philippe's job
- 3 What does Philippe say about some furniture designers?
 - a) They paint their furniture.
 - b) They are like artists.
 - c) They are not good businesspeople.
- 4 How does Philippe see himself?
 - a) As a salesperson
 - b) As an artist
 - c) As a businessperson
- 5 What sort of product does Philippe create?
 - a) Comfortable but very expensive
 - b) Mainly beautiful, like a painting or sculpture
 - c) Useful and not too expensive
- 6 How does Philippe get ideas for his product designs?
 - a) He does market research.
 - b) He has ideas and then tries to sell them.
 - c) He hires a team of top designers.
- 7 What does Philippe discover when he talks to people?
 - a) His competitors' secrets
 - b) Gaps in the market
 - c) People's favourite furniture stores
- 8 What did Philippe do two years ago?
 - a) He extended his product range.
 - b) He raised his status.
 - c) He entered the furniture market for the first time.
- 9 What need did Philippe discover?

- a) People wanted more storage space.
 - b) People wanted more comfortable furniture.
 - c) People wanted desks for the living room.
- 10 Whose products did Philippe and his team look at closely?
- a) their competitors'
 - b) their own
 - c) their clients'
- 11 What does Philippe say about his sofa with drawers?
- a) It wasn't popular.
 - b) It was wasteful.
 - c) It was a breakthrough.
- 12 What does Philippe say about the European Furniture Design Award?
- a) He hopes to win one.
 - b) He won one.
 - c) He didn't win one.

Vocabulary

A Complete the text with words from the box.

balance	deadline	environment	life	lifestyle	need	opportunity
workaholic						

I'm a freelance accountant and bookkeeper for small businesses so obviously I meet a (13)_____ that every business has. When I tell people what I do, they often say, 'Oh, I guess you love the freelance (14)_____ ! You can work whenever you choose!' I usually just smile and agree but, actually, for a freelancer, finding the right work-life (15)_____ is difficult. When a job comes along, I have to take advantage of the (16)_____ and accept the work, even if I'm already busy. If I have an important (17)_____ to meet, I often start work at 8:00 in the morning and finish at 8:00 at night. This usually happens near the end of the tax year. Fortunately, I don't work twelve hours every day all year long – I'm not a (18)_____. I have a family and a lot of interests outside of work. Overall, my quality of (19)_____ is really good. I have a small, comfortable office in my home and I really like being in control of my working (20)_____ .

B Choose the best word to complete the sentences.

- 21 I had a very heavy (work / workload) last month but this month it isn't too bad.
- 22 I don't print most e-mails because my company is trying to (reduce / raise) waste in the office.
- 23 Manufacturing companies now do more to (extend / protect) the environment than they did in the past.
- 24 For business dinners with only five or six people, I like the (cosy / medium) atmosphere of our local Japanese restaurant.
- 25 Lunch meetings need to be very quick so I always choose a restaurant that I know will have (efficient / local) service.
- 26 I never drink wine or beer at a business dinner. In fact, I always just order (alcohol-free / tap) water.
- 27 Can you recommend a hotel that has meeting rooms for hire at (reasonable / draught) prices?
- 28 We don't want to spend too much time getting to the conference venue so let's choose somewhere with a (vintage / convenient) location.

Skills

A Match the sentences (29–35) with the responses (a–g).

- 29 How's business?
- 30 Would you like to have dinner with us next Friday evening?
- 31 Do you mind if I take a brochure?
- 32 Liz, have you met Dmitri?
- 33 Beatta, this is Layla.
- 34 How do you feel about Duncan's suggestion?
- 35 What do you mean by a slight pay increase?
-
- a) Help yourself.
- b) Pleased to meet you.
- c) I mean three to five per cent.
- d) We're having a great year.
- e) Yes, I have. Good to see you again!
- f) Thank you very much for asking but I'm afraid I can't make it then.
- g) I totally agree.

B Use the sentences (a–h) to complete the extract from a meeting.

- a) I suppose we could do that.
- b) I think we should definitely have print ads.
- c) Can we start, please?
- d) I'm afraid that's out of the question.
- e) Andres, what do you think?
- f) The main purpose of this meeting is to finalise our marketing strategy.
- g) It might be a good idea to do both.
- h) Mmm, I don't know.

Anya OK, it's ten o'clock and everyone's here. (36)_____ Welcome, marketing team, and thank you for the hard work you've put in recently. (37)_____ We usually do print ads in the national newspapers but Mona has suggested a viral video on the Internet instead. (38)_____

Andres (39)_____ Viral videos can be very effective.

Anya Lydia, what do you think?

Lydia (40)_____ We don't know whether or not a viral video will reach our market but we know that print ads do and they give us instant national publicity.
(41)_____

Mona But a viral video lasts longer. And we definitely want to reach the younger end of the market.

Andres Why do we have to choose one or the other? (42)_____

Anya (43)_____

Mona Why?

Anya Because of the budget cuts.

Language

A Complete the text with the correct form (past simple, past continuous or present perfect) of the verbs in brackets.

I (44) _____ (be) a manager for the past ten years but I (45) _____ (not study) management at university. My degree is in history. While I (46) _____ (work) on my degree, I (47) _____ (become) interested in computer software, specifically in interactive software for teaching. So when I (48) _____ (finish) university, I (49) _____ (take) a job in IT. At that time, the company (50) _____ (develop) interactive software for teaching history to primary school students. It (51) _____ (be) the perfect job for me. I (52) _____ (work) for the same company for my entire career and I couldn't be happier with my job.

B Complete the sentences with words from the box.

after	down	forward	out	part	up
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- 53 Did you take Mr Wei _____ for a meal?
- 54 The entire team took _____ in a training day last week.
- 55 We're looking _____ to doing business with you.
- 56 I've asked Janos to look _____ the Japanese team during their stay in Singapore.
- 57 About 200 people turned _____ at my presentation. I was surprised!
- 58 Carlos turned _____ the promotion offer because he didn't want to move to Shanghai.

Reading

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

- 59 According to the article, business socialising is almost always a fun, exciting part of business travel.
- 60 According to William Hanson, business entertaining is part of the job.
- 61 Hanson says that your actions affect people's opinion of your company.
- 62 Hanson says that having a good understanding of business is far more important than being able to socialise.
- 63 Hanson says that having good manners is boring.
- 64 According to the article, a business dinner may feel relaxed but you should remember that you are with colleagues, not friends.
- 65 According to the article, if your colleagues are staying up late, you should stay up late so you don't miss anything.

B Read the article again. Choose the best option to complete the sentences.

- 66 If you want to leave a social occasion early, you should _____ .
- a) be pleasant about it
 - b) get someone to leave with you
 - c) try to leave without being noticed
- 67 If you _____ go to bed early, you probably won't feel a part of the team.
- a) never
 - b) always
 - c) occasionally
- 68 When you're out with important clients, you should _____ .
- a) pay for everything
 - b) avoid talking about work
 - c) try to do what they want to do
- 69 When you're joining in with clients, you _____ break the law.
- a) shouldn't
 - b) have to
 - c) may
- 70 A handwritten thank-you note for a business meal is _____ .
- a) too old-fashioned
 - b) a good idea
 - c) usually necessary

Writing

You work for a small organic cosmetics company. Your products are distributed through health spas and hair salons. You are planning a launch party to celebrate your newly extended range of products. Write a letter (80–100 words) to spa and salon owners inviting them to attend the opening. You can refer to an enclosed brochure giving details about the new range.

- Event: Launch party
- Date: 24 April
- Time: 7:30–10:30
- Place: Sidbury Hotel, London
- Activities: Informal meal followed by product presentation; lots of free samples
- Each person who is invited may bring one guest
- Ask them to let you know if they can make it.

Listening

A Listen to Claudia, Max and Paul talking about training. Complete the information.

Track 8

Training budget: (1)_____

First type of training suggested: (2)_____

Second type of training suggested: (3)_____

First possible schedule mentioned: (4)_____ intensive course

Second possible schedule mentioned: (5)_____ per week, over several weeks

B Listen to the conversation again. Decide if the sentences are true or false.

Track 9

6 Max argues in favour of management training.

7 Paul complains that the training budget is too small.

8 There isn't enough money for both types of training this year.

9 They decide that they will offer one type of training this year.

10 No one likes the idea of the Mondays-only schedule.

Vocabulary

A Choose the best words to complete the text.

Tania has just graduated from university and she's about to start climbing the career (11)(path / ladder). Her degree is in accountancy. Last week, she had an interview for an entry-level accounting job in the (12)(head office / warehouse) of a multinational pharmaceuticals company. The company is a manufacturer and (13)(retailer / wholesaler), which means it sells its products to distributors who then sell them on to shops. The company has expanded quickly since its researchers (14)(made / met) a breakthrough and created an effective new treatment for cancer.

She's also had an interview with an advertising (15)(campaign / agency). That company is much smaller than the pharmaceutical giant and the job would have more responsibility for preparing (16)(budgets / deadlines) and managing company finances.

Tania always wanted to work in some kind of business environment but work-life (17)(quality / balance) is important to her. That's why she chose to study accountancy. Also, the (18)(unemployment rate / balance of trade) is high in her country, which means jobs are hard to find. An advisor at her university said that even in hard times, businesses need accountants.

B Complete the sentences with words from the box.

efficient	fashionable	flexible	formal	mineral	sympathetic	well-
made						

- 19 When you're entertaining clients, it's important to go to a restaurant with _____ service – the kind of service that's so good, you don't really notice it.
- 20 A good manager needs to be _____, which means really being able to understand other people's feelings.
- 21 Good-quality clothes never go out of fashion. When you're in high-level negotiations, it's important to wear a _____ suit that fits you perfectly. Dressing for success will give you a feeling of power.
- 22 We always have several bottles of _____ water on the table at meetings.
- 23 Gregor has succeeded because he is _____. If there's a last-minute change in plans, he doesn't get upset, he 'goes with the flow'.
- 24 Our water bottles were popular with campers for years but they became _____ after a famous movie star was seen with one. Now we can't make them fast enough!
- 25 Our awards ceremony will be a _____ event but the party afterwards will be very relaxed.

Language

A Choose the best option to complete the sentences.

- 26 _____ you like a cup of coffee?
a) Can b) Could c) Would
- 27 You _____ attend the meeting but it would be a good idea if you did.
a) don't have to b) should c) mustn't
- 28 I _____ be late for this meeting. If I'm late, I'll lose my job.
a) don't need to b) should c) mustn't
- 29 Roman waited _____ the end of the meeting and then he announced the promotions.
a) when b) as soon as c) until
- 30 _____ we've reached our sales targets, we can relax a bit. But not before!
a) While b) When c) Until
- 31 _____ the South-east Asia sales results come in yet?
a) Are b) Have c) Is
- 32 How many people turned _____ at the presentation?
a) up b) down c) in

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

Our latest model (33)_____ (launch) last month at the Berlin Motor Show. Right now, it (34)_____ (sell) well in all of our key markets. If sales (35)_____ (increase), we'll be in a very strong position to begin work on the next new model. That's what we expect. However, if sales (36)_____ (decrease), we would be in serious trouble.

I saw Roald yesterday. He said that sales in Scandinavia were very good. However, he also said we (37)_____ (need) to be very careful about delays in shipment. No one wants to order a new car and have it arrive six months later. So I (38)_____ (meet) the production manager next week to make sure we can avoid any problems.

Lena in Marketing (39)_____ (work) for the past three months on the print advertising campaign. I (40)_____ (see) some of the sample ads yesterday and they look great.

Skills

Match the sentences (41–50) with the responses (a–j).

- 41 Could I speak to Raoul Gervasi, please?
- 42 We'd like to start the scheme next week.
- 43 How do you feel about Richard's suggestion?
- 44 How about asking Ms Ong to present the proposal?
- 45 Hamish, do you know Ali?
- 46 Could you repeat that, please?
- 47 Sorry to interrupt, but ...
- 48 What do you like to do in your spare time?
- 49 What if we agreed a five per cent increase now and a further five per cent in January?
- 50 Does anyone have any questions?
-
- a) I think he's right.
- b) Who's calling, please?
- c) I'm sorry, we can't agree to that. We need more time.
- d) Sure. I said we made €16,000 last month.
- e) If you'll just let me finish ...
- f) Yes. What's the approximate weight of the new model?
- g) Well, I believe I should be paid more but I can accept that. We've got a deal.
- h) I watch a lot of football on TV. I play football, too.
- i) Yes. Hello. Good to see you again.
- j) I'm not sure that's a good idea. She's not very experienced.

Reading

Read the article and decide if the statements are true or false.

- 51 According to the article, family-run businesses can expect more long-term success than ones that aren't owned and run by families.
- 52 Only a small percentage of UK firms are family-owned.
- 53 About one-sixth of the UK's GDP comes from family-owned businesses.
- 54 More than two-fifths of private-sector workers are employed by family-run businesses.
- 55 One family-run UK company has been in business for more than 335 years.
- 56 According to the article, there are far more disadvantages to family-run businesses than there are advantages.
- 57 One of the main challenges faced by family-run firms is the conflict between the needs of the family and the needs of the business.
- 58 Family-run businesses usually suffer because of the family's emotional commitment to the business.
- 59 Relatives are often given a job in a family business even when there are many more qualified people available to do the work.
- 50 Non-family workers in a family-run business are usually less committed than people who work in companies that are not family-run.

Writing

Your manager at work has asked if you can recommend your English course to other employees. Write an informal report (140–160 words) describing the English course you have just completed.

Include this information:

- number and length of lessons
- number of people in the group
- course book topics
- exercises and activities.

Say what you enjoyed most about the course and what you found useful.

Speaking

You will have a ten-minute speaking test. You will have five minutes to prepare.

Your company is considering replacing their current, simple employee ID cards with 'smart' ID cards. Look at the information in the chart about two types of card. Be ready to describe each type of card and to answer the examiner's questions. Say which one you would prefer and why.

	Standard employee ID card	'Smart' employee ID card
Use	show to security guard when signing in and out of building	<ul style="list-style-type: none"> electronically sign into work (no check by security guard is necessary) open electronic locks on doors throughout the building use as 'electronic cash' in the company shop
Made of	light cardboard in plastic case	plastic with a computer chip inside
Features	employee photo and ID number on the front	<ul style="list-style-type: none"> employee photo on the front 'electronic cash' in chip
Cost	€1.25 per card	<ul style="list-style-type: none"> €8 per card €1,750 for computer software card management system €3,700 for new electronic locks on all doors