

UNIT TEST 10

SECTION A: GRAMMAR

1 Complete the sentences with a relative pronoun and, if required, a preposition.

- 1 The manager _____ they were discussing the situation knew nothing about the recent incident.
- 2 Bullying has become a serious problem _____ needs to be tackled by every institution.
- 3 Parents _____ children are being bullied usually notice a change in behaviour and attitude before they realise what is happening.
- 4 The one result of the survey _____ surprised all of us showed that nearly every member of staff felt they had been bullied at some point of their working lives.
- 5 Company bosses seem to have little sympathy with those _____ claim to have been bullied.
- 6 Her studies in psychology, _____ she completed two years ago, have helped her enormously in her role as a manager.
- 7 The accounts, _____ they had a meeting yesterday, have been finalised today.
- 8 The book was dedicated to the people _____ had helped her in her research.

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2 Join the sentences using reduced relative clauses. Keep the meaning the same.

- 1 He acted without authority. This caused anger in the department.
He acted without authority, _____ .
- 2 His actions caused the whole department to be angry. As a result of this, the director gave him an official warning.
The anger of the whole department, _____ , led to an official warning from the director.
- 3 Criminal profiling was developed in the 1950s. Many police forces use it nowadays.
Criminal profiling, _____ , is used by many police forces nowadays.
- 4 I've lost my file. It contains all the documents for the meeting.
I've lost the file _____ for the meeting.
- 5 The jewellery is very valuable. It is hidden in the safe.
The jewellery _____ is very valuable.
- 6 I haven't met the psychologist. He's giving a talk this afternoon.
I haven't met the psychologist _____ this afternoon.
- 7 The police have arrested a man. The newspaper described him as very dangerous.
The police have arrested a man _____ in the newspaper.

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SECTION B: VOCABULARY

3 Complete the sentences with words from the box. There are more words than you need.

put up out out of into in made used to
peace used take

- 1 You can't do that! You must be _____ your mind. It'll never make any money.
- 2 They fell _____ with each other last month after a big argument and haven't spoken since.
- 3 The company was broken _____ into separate divisions and sold to various organisations.
- 4 I think we need to take out some form of insurance just for _____ of mind.
- 5 The company won't _____ up with people who are not prepared to work hard.
- 6 It's very easy to get _____ working in such a beautiful office.
- 7 Have you _____ up your mind about which supplier to use this year?

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4 Complete the sentences with the correct form of the word in capitals.

- 1 The company which took us over was really our _____. We would have gone bankrupt otherwise. SAVE
- 2 Young children are always seeking their parents' _____. APPROVE
- 3 His _____ has proved to be very useful in this job. DIPLOMATIC
- 4 Jenny is very _____ about computers. KNOW
- 5 His attitude is very _____ and nobody dares to contradict him. AUTHORITY
- 6 Their _____ to make the necessary changes left the company in a poor state. REFUSE
- 7 It's important to have _____ of leadership at this time. CONTINUE
- 8 Her _____ has become very erratic recently. BEHAVE

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SECTION C: INTEGRATED SKILLS

5 Complete the dialogue with phrases a–j. Sometimes more than one answer is possible.

- a That sounds like
- b I think you need
- c That's really good
- d It might be worth
- e If I were you
- f Why don't you
- g You could say
- h I'm not sure
- i I'd advise you to
- j You might consider

- A:** I need some help with one of my team members. She's recently been arriving late and leaving early.
- B:** ¹ _____ to speak to her as soon as possible and find out why.
- C:** ² _____ do it sooner rather than later. Why haven't you said something already?
- A:** I tried, but she just ignores me or says she's busy and can't be interrupted.
- B:** ³ _____ taking her out for lunch so you can find out what's going on.
- C:** ⁴ _____ that you're a bit worried about her and ask if there is something you can do to help. ⁵ _____ telling her what a good job she had been doing until recently.
- A:** ⁶ _____ a good idea, but she may refuse to come out for lunch.
- C:** ⁷ _____ just ask to have a quiet word with her in the office?
- B:** ⁸ _____, I'd take her away from the office. It'd be better on neutral ground.
- A:** ⁹ _____. I could try it, I suppose, and if that doesn't work, just speak to her in the office.
- C:** And if you can't get to the bottom of the problem, try talking to her colleagues and see if they can help.
- A:** ¹⁰ _____ advice, thanks.

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Total: ___/40