

English language 1

Midterm

25/11/2024

Points and allocated time

Learning outcome	1	2	TOTAL
Allocated time	35	40	75
Points	16	16	32

INSTRUCTIONS:

- **Please make sure to write numbers of learning outcomes and questions next to your answers.**
- **You do not need to copy the exercises, just write the correct answers.**

Learning outcome 1 – 16 points / 35 min

EXERCISE 1 [LO1_M, 5 points (10x0.50)]

- Match up the following words from the box with their definitions below. There are five extra words/combinations that you do not need.

partnership	public limited company	limited company
autocratic leadership	democratic leadership	entrepreneur

1. _____ where two or more people or businesses work together
2. _____ a type of leadership style in which members of the group take a more participative role in the decision-making process.
3. _____ a private company where individual shareholders lose only the value of their shares if the company becomes insolvent

EXERCISE 2 [LO1_D, 11 points (11x1)]

- Use the words or word combinations in the box to complete the sentences below. There are five extra ones that you do not need.

merger	trade unions	hierarchy	bureaucracy	subordinates	tactic
--------	--------------	-----------	-------------	--------------	--------

In a business _____, effective leaders and managers must navigate _____ to ensure clear communication and decision-making. By fostering collaboration between managers and _____, organizations can improve processes and drive success.

Learning outcome 2 – 16 points / 35 min**EXERCISE 1 [LO2_ M, 3 points (12x0.25)]**

-Complete the sentences using the verbs in brackets in **the present simple** or **present continuous**.

1. Mark (1) _____ (work) for a firm of recruitment consultants. They (2) _____ (design) psychometric test.
2. Jane (3) _____ (deal) with enquiries about our car fleet sales. I (4) _____ (deal) with enquiries about fleet sales while Jane is away on holiday.

EXERCISE 2 [LO2_ D, 3 points (10x0.30)]

– Complete the text by using the verbs from the box in the right place and the right tense - **the present simple** or **present continuous**.

think	need	lose
not sell	know	seem

Two employees of an office equipment supplier company are talking on the phone.

Max: Hi Beth. (1) _____ (you/know) what the meeting this afternoon is about?

Beth: Maybe it's the poor sales results. It (2) _____ (seem) that the new scanner (3) _____ (not sell) well.

Max: Well, one of my colleagues (4) _____ (think) that we (5) _____ (lose) sales to the competition because our prices are too high, so we (6) _____ (need) to discuss discounting.

EXERCISE 3 [LO2__M, 3 points (10x0.30)]

– Complete the sentences using the verbs in brackets in **the past simple** or **past continuous**.

1. The security guard (1) _____ (notice) the broken window while he (2) _____ (walk) around the warehouse.

2. While my PA (3) _____ (finalize) arrangements for my trip to Peru, the clients (4) _____ (ring) up to cancel the visit.

EXERCISE 4 [LO2_D, 3 points (10x0.30)]

– Complete the text by using the verbs from the box in the right place and the right tense - **Past Simple or Past Continuous.**

introduce	make	go	get
sell	set	be	make

Estée Lauder was born Ester Mentzer in New York in 1908. Her parents (1) _____ both immigrants and she (2) _____ her first experience of business by helping her father Max in his hardware shop. But it was her uncle, John Schotz, who (3) _____ Ester to the world of cosmetics. He was a chemist and he (4) _____ up a small laboratory behind the family home where he (5) _____ face creams. While her uncle (6) _____ the creams, Ester (7) _____ them door-to-door, at parties, clubs and lunches. She (8) _____ on developing her business during the depression of the 1920's and 1930's.

EXERCISE 5 [LO2_D, 4 points (10x0.40)]

– Complete the text by using the verbs in brackets in the right tense – **present simple, present continuous, past simple or past continuous.**

Petar (1) _____ (live) in Sv. Nedjelja and (2) _____ (work) for Rimac Automobili d.o.o. He (3) _____ (share) an office with two colleagues – Sandra and Marko. Last week, Marko and Petar (4) _____ (decide) to surprise Sandra for her birthday.

Yesterday, while they (5) _____ (make) the final preparations for the party, Sandra (6) _____ (walk) into the office and (7) _____ (ask) them what they (8) _____ (do). They quickly (9) _____ (come up) with a lie that they (10) _____ (gossip) about other colleagues.

KEY

Learning outcome 1 – 16 points / 35 min

EXERCISE 1 [LO1_M, 5 points (10x0.50)]

- Match up the following words from the box with their definitions below. There are five extra words/combinations that you do not need.

- | | |
|-----------------------------------|---|
| 1. partnership
_____ | where two or more people or businesses work together |
| 2. democratic leadership
_____ | a type of leadership style in which members of the group take a more participative role in the decision-making process. |
| 3. limited company
_____ | a private company where individual shareholders lose only the value of their shares if the company becomes insolvent |

EXERCISE 2 [LO1_D, 11 points (11x1)]

- Use the words or word combinations in the box to complete the sentences below. There are five extra ones that you do not need.

merger	trade unions	hierarchy	bureaucracy	subordinates	tactic
--------	--------------	-----------	-------------	--------------	--------

In a business **hierarchy**, effective leaders and managers must navigate **bureaucracy** to ensure clear communication and decision-making. By fostering collaboration between managers and **subordinates**, organizations can improve processes and drive success.

Learning outcome 2 – 16 points / 35 min**EXERCISE 1 [LO2_ M, 3 points (12x0.25)]**

– Complete the sentences using the verbs in brackets in **the present simple** or **present continuous**.

1. Mark (1) **works** for a firm of recruitment consultants.

They (2) **design** psychometric test.

2. Jane (3) **deals** with enquiries about our car fleet

sales. I (4) **am dealing** with enquiries about fleet sales while Jane is away on holiday.

EXERCISE 2 [LO2_ D, 3 points (10x0.30)]

– Complete the text by using the verbs from the box in the right place and the right tense - **the present simple** or **present continuous**.

think	need	lose
not sell	know	seem

Max: Hi Beth. (1) **Do you know** what the meeting this afternoon is about?

Beth: Maybe it's the poor sales results. It (2) **seems** that the new scanner (3) **is not/isn't selling** well.

Max: Well, one of my colleagues (4) **thinks** that we (5) **are losing** sales to the competition because our prices are too high, so we (6) **need** to discuss discounting.

EXERCISE 3 [LO2_M, 3 points (10x0.30)]

– Complete the sentences using the verbs in brackets in **the past simple** or **past continuous**.

1. The security guard (1) **noticed** the broken window while he (2) **was walking** around the warehouse.
2. While my PA (3) **was finalizing** arrangements for my trip to Peru, the clients (4) **rang** up to cancel the visit.

EXERCISE 4 [LO2_D, 3 pts (10x0.30)]

– Complete the text by using the verbs from the box in the right place and the right tense - **past simple or past continuous**.

introduce	make	go	get
sell	set	be	make

Estée Lauder was born Ester Mentzer in New York in 1908. Her parents (1) **were** both immigrants and she (2) **got** her first experience of business by helping her father Max in his hardware shop. But it was her uncle, John Schotz, who (3) **introduced** Ester to the world of cosmetics. He was a chemist and he (4) **set** up a small laboratory behind the family home where he (5) **made** face creams. While her uncle (6) **was making** the creams, Ester (7) **was selling** them door-to-door, at parties, clubs and lunches. She (8) **went** on developing her business during the depression of the 1920's and 1930's.

EXERCISE 5 [LO2_D, 4 points (10x0.40)]

– Complete the text by using the verbs in brackets in the right tense – **present simple, present continuous, past simple or past continuous**.

Petar (1) **lives** in Sv. Nedjelja and (2) **works** for Rimac Automobili d.o.o. He (3) **shares** an office with two colleagues – Sandra and Marko. Last week, Marko and Petar (4) **decided** to surprise Sandra for her birthday. Yesterday, while they (5) **were making** the final preparations for the

party, Sandra (6) **walked** into the office and (7) **asked** them what they (8) **were doing**. They quickly (9) **came up** with a lie that they (10) were gossiping about other colleagues.