**Підсумкова контрольна робота № 1**

**з англійської мови**

**Варіант 1**

I. Read the text below about cultural change in companies. Choose the best word to fill each gap from A, B, C or D below. There is an example at the beginning.

American President J.F. Kennedy and British Prime Minister Winston Churchill were both ‘nappers’. They had short sleeps – ‘naps’ – during the day to help them work (0) A . It might be just what you need to wake up your company and improve your (1) \_\_\_\_.

Do energy levels drop in the afternoon? Do your (2) \_\_\_\_ seem a bit slow and sleepy after lunch? In Spain the traditional siesta is making a comeback in good companies who want their workers to work smarter, not (3) \_\_\_\_. These companies are realizing that their (4) \_\_\_\_ work better with a rest in the afternoon. They are more productive, make fewer mistakes and are happier. It’s not a case of decreasing their (5) \_\_\_\_ – they do even more work.

In California’s Silicon Valley, hi-tech companies provide chill-out rooms for employees to relax in, along with pool tables and gyms. Even family pets, such as dogs, are allowed to go to work (6) \_\_\_\_ their owners. A New Zealand company achieved change in the whole company by encouraging staff in one (7) \_\_\_\_ to go home when they had done all the assignments they could do that day, without any loss of pay.

Other employers want their employees to take responsibility (8) \_\_\_\_ their own success by letting them set their personal work (9) \_\_\_\_. Like all these ideas, this only works when everyone in the company (10) \_\_\_\_ believes in the changes. Even the best intentions of written (11) \_\_\_\_ can mean nothing if one person does not follow them. Everyone from the (12)\_\_\_\_ on down should (13) \_\_\_\_ the new rules and follow them themselves.

But perhaps the most important thing to remember is to have a good life-work (14) \_\_\_\_. Go home at five, on time, and enjoy the rest of your life. Take control. Life’s too short to let anyone else (15) \_\_\_\_ it for you.

1. A. better B. best C. good D. worse
2. A. attitudes B. profitability C. working D. shareholders
3. A. employers B. employed C. employ D. employees
4. A. hard B. harder C. hardest D. well
5. A. company B. managers C. staff D. interns
6. A. workforce B. workspace C. working D. workload
7. A. by B. with C. for D. together
8. A. company B. organization C. unit D. place
9. A. in B. with C. to D. for
10. A. ideas B. objectives C. criteria D. jobs
11. A. corporation B. structure C. subsidiary D. department
12. A. guidelines B. rule C. complaints D. instructions
13. A. project leader B. director C. manager D. supervisor
14. A. write B. ensure C. focus D. enforce
15. A. situation B. routine C. balance D. plan
16. A. set B. run C. rule D. decide

**II. Choose the right variant**

1. Someone who works in their own business or as a manager in organization is called …

a. businessperson b. captains of industry c. entrepreneur

2. Someone who starts or establishes their own company is called …

a. businessperson b. magnates c. entrepreneur

3. An attractive quality that makes other people admire a leader and want to follow them is …

a. knowledge b. kindness c. charisma

4. Encouraging employees to use their own initiative, to take decision on their own without asking managers first, is …

a. decision-making b. empowerment c. leadership

5.The activity of producing, buying and selling goods or services is called…

a. marketing b. production c. business

6. An atmosphere which encourages people to make money through their own activities and not rely on government is …

a. enterprise economy b. enterprise zone c. enterprise culture

7. A company whose owners only have to pay a limited amount if the company gets into debt is

a. limited company b. public limited company c. corporation

8. A company owned by at least two people and whose shares can be bought by everyone is …

a. limited company b. public limited company c. corporation

9. A rich and powerful person in industry or business connected with media, pres, shipping and oil is …

a. businessperson b. magnate c. tycoon

10. Part of a country where business is encouraged because there are fewer laws, lower taxes, etc. is called

a. enterprise economy b. enterprise zone c. enterprise culture

III. **Complete the text by putting an appropriate word from the box into each gap.**

human resources department, office, employees, head office, support, open-plan, headquarters, administrative staff

I founded Computadoras Creativas 20 years ago. We started with a small (1) \_\_\_\_\_\_\_\_\_ in Madrid. Our (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, our (3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is still here, but now we have sits all over Spain, with about 500 (4) \_\_\_\_\_\_\_\_\_\_\_\_. Many of the offices are (5) \_\_\_\_\_\_\_\_\_\_: everyone works together, from managers to (6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as well as people selling over phone, and people in technical (7) \_\_\_\_\_\_ giving help to customers over the phone. Recruitment is taken care of in Madrid, by the (8) \_\_\_\_\_\_\_\_\_\_\_\_\_.

**IV. Match the columns.**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | CEO |  | a. the people who work for an organization |
| 2 | staff |  | b. a protest against an employer in which the workers work as slowly as possible |
| 3 | marketing |  | c. when a company uses workers from outside the company to do a job |
| 4 | go-slow |  | d. to stop employing someone because there is no work for them to do |
| 5 | demotion |  | e. the person with the most authority in a large company |
| 6 | outsourcing |  | f. a service that a company provides to help its workers find new jobs when it cannot continue to employ them |
| 7 | lay off |  | g. a move to a more important job or position in a company or organization |
| 8 | outplacement |  | h. a [graphical](http://en.wiktionary.org/wiki/graphical%22%20%5Co%20%22graphical) [representation](http://en.wiktionary.org/wiki/representation%22%20%5Co%20%22representation) of the [structure](http://en.wiktionary.org/wiki/structure%22%20%5Co%20%22structure) of an [organization](http://en.wiktionary.org/wiki/organization%22%20%5Co%20%22organization), showing [groups](http://en.wiktionary.org/wiki/group%22%20%5Co%20%22group) and [departments](http://en.wiktionary.org/wiki/department%22%20%5Co%20%22department)   |
| 9 | promotion |  | i. making someone's rank or position lower or less important |
| 10 | organigram |  | j. the activity of deciding how to advertise a product, what price to charge for it  |

V. Write an email based on the following brief. Write about 50–60 words.

You have just finished a two-month summer placement with an international company. You would like to thank your line manager, Julie Johns, for all her help and support and let her line manager know she did a good job.

Write an email to Julie Johns:

* Thank her for the opportunity to work with the company
* Thank her for all her support during your placement
* Identify one occasion where she really helped you
* Say what you learned

| To: Julie Johns |
| --- |
| Cc: |
| Subject: Thanks |
| Dear |