UNIT 4

QUIZ A

NAME: _____
DATE: _____
SCORE: _____ /50

A Listen to part of a job performance review, where Adrian is talking to his boss, Rachel. Then choose the correct answer for each question.

1 What is something that Adrian thinks he does well?
- **A** improving the relationship between his team members
- **B** recognizing the best members of a team
- **C** communicating with his team in a clear way

2 How have some of Adrian's team members changed this year?
- **A** Their behavior has become more destructive.
- **B** They have had more problems with Adrian.
- **C** Their attitude has become more positive.

3 What's Rachel's attitude to Adrian's team's performance this year?
- **A** positive
- **B** unhelpful
- **C** critical

4 What is something Adrian thinks needs improvement?
- **A** the number of projects he is responsible for
- **B** some of his team members' attitude toward their responsibilities
- **C** his attitude toward some of his team members

5 What is Rachel's suggestion?
- **A** He should hire more team members.
- **B** She can assist Adrian with some of his tasks.
- **C** Some of his team members take on more responsibility.

_____ / 10 (2 points each)

B Match the words to the definitions.

EXAMPLE oversee D

1 turn to ___
2 assist ___
3 build trust ___
4 contribute ___
5 take on ___
6 enable ___
7 keep an eye on ___

A to decide to do or be responsible for something
B to help
C to give something in order to achieve a goal with other people
~~D~~ to watch and manage a job or activity
E to make it possible for something to happen
F to try to find help or comfort from someone
G to develop confidence or belief in someone
H to watch or take care of something/someone so that nothing happens to them

_____ / 7 (1 point each)

C Complete the sentences with the words in the box.

aspects	constructive	draw attention	~~point out~~	strengths
think through	unreasonable	valid	weigh the pros and cons	

EXAMPLE Before we start the meeting, I'd like to **point out** that your phones should be on silent.

1 Today, I'd like to focus on the positive things about this project. I don't want to _____ to the things that need improvement.
2 It's a great idea, but I need to think about its negative _____ before I can approve it.
3 One of Natsumi's greatest _____ is that she is very adaptable.
4 When you write your essay, please include enough _____ points to support your argument.
5 Before making an important decision, you should _____ what the results could be.
6 This month, Alex has asked for a pay raise, a new office, and Friday afternoons off! I am trying to be patient with him, but I think he is being extremely _____.
7 Decisions are never easy to make. You need to _____ of every point.
8 When you give feedback to coworkers, the criticism should be _____, not negative.

_____ / 8 (1 point each)

D Circle the correct answers.

1 Everyone left **so** / **such** quickly that there was no time to say goodbye.
2 Please clean up your room. It will **even** / **only** take a minute to do it.
3 There was **so** / **such** a tense atmosphere at work today that everyone left earlier.
4 Luciano was the life of the party tonight! **Only** / **Even** I noticed – and you know I never notice these things.
5 Helena made **so** / **such** interesting points about our options that we hired her.
6 After the discussion, I felt **so** / **such** uneasy that I decided to call you.
7 If we could find the money to raise people's salaries, it would be **even** / **only** better.

_____ / 7 (1 point each)

E Complete the sentences with the words in the box.

another	himself	itself	one another	others	the other	~~the others~~	yourself	yourselves

EXAMPLE These ideas are much better than **the others**.

1 A cat cleans _____ daily. They are very clean animals.
2 Students are not allowed to text _____ when they are in class.
3 Emma, you have been in this type of situation _____. You know it's not easy.
4 Some twins can tell what _____ is thinking. Isn't that weird?
5 I know you are disappointed that you didn't get this job, but I'm sure there will be _____ one for you.
6 _____ may not agree with me, but I thought the movie was amazing.
7 I don't want you all to work together. I'd like you to do the work by _____.
8 Igor decorated the apartment _____. He didn't want to hire an interior designer.

_____ / 8 (1 point each)

F Read the online posts. Then read the statements and decide if the information is *True*, *False*, or *Not Given*.

We often see people work together on game shows. However, the extreme pressure they face – when there isn't enough time to agree and when so much money is on offer – often tests the limits of teamwork and collaboration. Here are two people's stories about their varying levels of success on game shows.

Mariko

A few years ago, I took part in a game show that combined physical games with ones that were intelligence-based. As I'm a teacher and not an athlete, I was naturally more suited to the games that tested intelligence. However, I'm also quite introverted and didn't speak up when people were sharing their strengths. So I ended up being given a physical task. I had to pull away a tablecloth without any of the plates and glasses on top falling on the floor. Some of my teammates tried to demonstrate how to do it, but I was so overwhelmed that I couldn't process what they were saying. Naturally, when the time came for me to do the task, everything fell on the floor. If I had the chance again, I would draw more attention to what I'm actually good at. That way, the team has a better chance of being successful.

Carlos

I took part in a quiz show about a decade ago. I was put on a team with people that I'd never met before, so it was quite awkward at first. In the first round, we got a few easy questions wrong because we were too reserved about disagreeing with each other.

However, luckily, we managed to survive the first round and progress. After that, we relaxed a bit. During the commercial break, we started chatting, built up some trust, and soon came up with a plan. We decided on a team captain, who would make the final decision and give our final answers. If we disagreed, we had to tell the captain as soon as possible. I was also given the responsibility of keeping an eye on the time and letting the team know if it was running out.

We didn't win the money in the end, but we came very close. I still find it amazing how quickly our instinct to find constructive solutions kicked in under pressure. When I think about it, we managed to come up with that plan in just a few minutes.

1 Mariko's teammates didn't offer her any help with her task. True / False / Not Given

2 Mariko didn't complete her task successfully. True / False / Not Given

3 In the first round of Carlos' quiz show, his team argued too much and were almost eliminated as a result. True / False / Not Given

4 Carlos volunteered to be his team's captain. True / False / Not Given

5 Carlos thinks that his team's ability to come up with a plan so fast was remarkable. True / False / Not Given

_____ / 10 (2 points each)