

Executive MBA – Sample test of reading and writing

I READING COMPREHENSION

I A *Read the following article and fill the gaps with a suitable word below.*

Every organization has its share of employees from hell. They are, hypochondriac underperformers. They are difficult to manage and miserable to work with. Their is low and their ability to poison staff morale high. Their existence in the organization is nearly always due to a long time of weak management who have declined to tackle the problem.

Traditionally, there are three classic ineffective ways of with the incompetent.

The first is to ignore the problem, hoping that it will go away. Rather than confront laziness or serious, the manager gives the employee less work to do. This inevitably leads to frustration on the part of the hardworking who see the problem employee getting away with it.

The second which has traditionally been the most favoured is to pass them on. There is usually a part of any business when people believe the poor performance can do no damage. Alternatively, poor performance can be moved to another, or to another town or even to another country.

There is a third approach which is to the incompetent. All three of those strategies are the result of not dealing with the problem early on.

Many managers find dealing with incompetence very difficult. The scenario that all managers hate is as follows: show a subordinate a low mark on the form. The employee first wants the behaviour defined, then wants an example of when the behaviour occurred, then argues about how this incident occurred and how typical it was. The result is a about the past and frustration on the part of both.

**absenteeism - appraisal - approach – branch – dealing – lazy – productivity
– promote - row - staff**

I B *These are the article's main conclusions. Decide whether the following statements are **True** or **False**:*

- The writer criticizes the managers for bad decisions when choosing the staff.
- The first method suggested for dealing with incompetent staff sends a negative message to those who do their job well.
- In both the 2nd and 3rd methods of dealing with incompetent employees the manager's aim is to improve their attitude by promoting them.
- The employees who are given a low mark demand a detail explanation of what they have done wrong.

II A *Match the terms below with their appropriate definitions:*

- | | |
|--------------------------|--|
| 1 commission | A movement of money into and out of a business |
| 2 franchise | B a plan for achieving or improving something |
| 3 insider trading | C sth. you receive as well as your wages for doing your job |
| 4 profit margin | D money paid to sb. for selling goods, a % of the sales made |
| 5 hoarding | E licence to trade using a brand name and paying a fee for it |
| 6 stake | F business that sells goods to customers, rather than to shops |
| 7 retailer | G In GB a large board used for putting advertisements on |
| 8 bid | H using secret information by staff of a co. about its plans |
| 9 blueprint | I difference between the price a product and the cost of producing it |
| 10 cash flow | J money risked or invested in a business |
| 11 perk | K an offer to buy something, or the price offered |

1 2 3 4 5 6 7 8 9 10 11

II B SENTENCE TRANSFORMATION

Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. Example:

It was so late that nothing could be done.

too It was **too late to do** anything, or too **late for anything to be done**.

Most students can work very hard when they feel like it.

capable Most students working very hard when they feel like it.

I'd love to go on holiday in August, but that's my busiest month.

can/able I wish I go on holiday in August, but that's my busiest month.

I advise you to take out travel insurance before you go away.

better You..... out travel insurance before you go away.

I have a mobile phone because my mother may need to contact me.

case I have a mobile phone to contact my mother.

We couldn't drive because of the fog.

prevented The fogdriving.

Driving on the left is strange to me.

used I amdriving on the left.

III Correct the mistakes in the sentences below, where necessary. If a sentence is correct put OK next to it!

Let's get started.

She was made come to the meeting.

She'd rather die than give a speech.

"Where is she now?" "I only wish I know!"

Despite applying for dozens of jobs, she is still out of work.

She'll arrive to Lodz at noon.

She's enough old to decide for herself.

She asked me how is the business doing?

IV SOCIAL ENGLISH

Match the following questions/statements and answers to make natural dialogues. Use each response once only. Example:

- | | |
|--|---|
| 1 Haven't we met somewhere before? | A Not at all. Go ahead. |
| 2 I'm afraid I've forgotten the phone no. | B Reception's as good a place as any. |
| 3 Did you manage to get the tickets? | C Just a fruit juice, please. |
| 4 Would you mind if I opened the window? | D You're welcome. |
| 5 Where shall we meet? | E It's difficult to say at this stage. |
| 6 I'll pick you up at 6.30. | F I don't think so. |
| 7 What can I get you? | G Could you make it a bit earlier? |
| 8 Do you think we'll get the contract? | H I'm afraid not. It was fully booked. |
| 9 Thanks for your help. | I Oh it doesn't matter. |

1 , 2 , 3 , 4 , 5 , 6 , 7 , 8 , 9 .

V EXPRESS YOUR VIEW ON THE FOLLOWING:

What are the advantages and disadvantages of outsourcing?

What is the current economic situation in Poland? In what ways is the government trying to influence it?

Is honesty the best policy?

What is the purpose of a business, in your opinion? Is it just to make money?

What are some of the rewards and challenges of studying abroad?

What would be your dream job?

ANSWER KEY:

IA: lazy – productivity – dealing – absenteeism – staff – approach – branch – promote – appraisal – row

IB: False – True – False – True

IIA: 1D – 2E – 3H – 4I – 5G – 6J – 7F – 8K – 9B – 10A – 11C

IIB: are capable of – could / were (was) able to – had/'d better take – in case my mother needs – prevented us from – not used to

III: OK – made to come – OK – wish I knew – OK – arrive in Lodz – old enough – how the business was

IV: 1F – 2I – 3H – 4A – 5B – 6G – 7C – 8E – 9D

V: *Some sample statements. There are clearly no definite 'right answers' here.*

What are the advantages and disadvantages of outsourcing?

Outsourcing in general can be defined as passing of service provision or production to another party. The chief reason of outsourcing is to reduce capital expenditure over a business process.

There are several marked advantages of outsourcing:

Management gets more time to concentrate on their core competencies. This also reduces the dependency upon internal resources and increases the flexibility to meet the changing business conditions.

Outsourcing gives a company the ability to get access to skilled and trained man power at lower rates. This in turn leads to an increase in productivity as well as cost savings. By outsourcing a company saves on recruitment, training and other human resource costs it would otherwise have to maintain internally.

Even though several other reasons can be listed up in favor of outsourcing, one must not overlook the disadvantages of it, such as: the tendency to lose the managerial control; the potential hidden costs of outsourcing, e.g. legal costs; a threat to the security and confidentiality of issues of a company such as salary.

What is the purpose of a business, in your opinion? Is it just to make money?

Some people argue that the objective of business, and consequently the role of managers, is to make as much money as possible for companies' owners, and the stockholders. Other people argue that companies have to be careful never to cheat customer, but for purely business reasons, rather than ethical ones: disappointed customers will not buy any more of your products in future. Still other people insist that companies have social and ethical responsibilities to their stakeholders: customers, their staff, their business partners, their local community, society in general, and the natural environment, that are as important as, or more important than, their responsibility to provide a financial return to their shareholder.

Is honesty the best policy?

I think that not always. It depends on the situation. For example, to save an innocent life, you may need to lie or do something dishonest. The motto: The end justifies the means. The phrase endorses a virtue not for itself but for practical reasons. Honesty is for the most part less profitable than dishonesty. For example, is honesty the best policy when it comes to sales?

I think that honesty is in fact the best policy when it comes to selling something, no matter what that something might be.