STUDIUM JĘZYKÓW OBCYCH UG

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Name:			Spoken part / 20	Total / 100	Grade				
Nume.				101017 100	Grade				
I. VOCABULARY.	Circle the most appropriate alterr	native: a, b or c, to con	plete the sentence	es. (20 points)					
1 shipment - a large quantity of goods sent together from one place to another.									
a. Scope	b. Bulk	c. Cargo							
2. Surplus is: a. the amount by which a resource falls short of required amount.b. something that is in excess of what you need.c. an equal distribution of weight, amount, etc.									
3. Fresh fruit and vege a. life	etables have a relatively short shelf . b. siting	once they go on s c. range	ale.						
 4 manufacturing is a systematic method for the elimination of waste within a manufacturing system. a. Lean b. Streamline c. Consolidated 									
 5 innovation or engineering is the process of reducing the complexity and cost of a good and its production. a. Robust b. Surging c. Frugal 									
6. A legal is an ind meet its contractua	lividual or organization which is lega al obligations. a. alliance			be sued if it fa iability	ils to				
 7. Rapidly growing economies of certain Asian and Latin American countries are called economies. They promise huge potential for growth but also pose significant political, monetary, and social risks. a. fluctuating b. overseas c. emerging 									
8 is a party that ha customers and sup	as an interest in an enterprise or proje pliers. a. stockholder	ect. In a typical corpora b. stakel		vestors, emplo c. shareho	-				
9. Consumer are go situation.	oods that people are unable or unwil a. staples	ling to cut out of their b. discre		of their financi c. durable					
10. A is someone i a. subordinate	n a position of less power or authori b. superior	ty than someone else. c. super	visor						
11. Which of the follo a. accountable	owing does <u>not</u> mean 'responsible fo e b. embedded	r something? c. liable							
12. To <i>thrive</i> means:	a. to do well or flourish. b.	to spend money easily	c. to overas	sign tasks.					
13. Which of the follo a. to defer	owing does <u>not</u> mean 'to deal with' a b. to address	a problem? c. tackle	e						
14. Capacity is the a. empowerme	extent to which an enterprise or a na ent b. fulfilment	ation actually uses its i c. utilisa	•	capacity.					
13. Laissez-faire is a:	a. management style b.	. chain of command	c. quality a	ssurance polic	у				
14 market is a market which is no longer generating new demand for a firm's products due to high competition or decreased need.a. Secondaryb. Saturatedc. Bottleneck									
15. Which of the following does <u>not</u> mean 'very modern and using the most recent ideas and methods'?a. state-of-the-art b. cutting edge c tailor-made									
16. TQM stands for:	a. Total Quality Management	b. Total Quality Maint	enance c. Top (Quality Manufa	acturer				
17. If you are hard up, broke, penniless, or strapped for cash, you could describe yourself asa. stagnantb. impecuniousc. wasteful									
18 is the rate of production or the rate at which something can be processed.a. feedbackb. throughputc. benchmark									
19. Which is <u>not</u> the c a. to reduce an amo	definition of 'to make a dent in sth': ount of sth b. to make a hollo	ow in a surface	c. to bounce back						
20. Which of the follo	owing means 'to go up sharply'?	a. to soar	b. to plummet	c. to level	l off				

DIVERSITY: WOMEN MAKE PROGRESS IN CLIMBING THROUGH THE RANKS

A For decades, professional services firms have been concerned about the absence of women in leadership roles. But over the past decade, consulting firms have taken firm steps towards fixing that problem. From networking groups and 'mentoring cafes' to leadership seminars and extra financial support for women returning from maternity leave, consulting firms are experimenting with different ways to support and retain the female part of their workforce.

B Over time, they have made the industry a leader in using flexible work arrangements and are competing for the best and the brightest women and men in 'Generation Y', the 20-somethings who have put work-life balance at the centre of their demands.

C In most consulting firms, for example, female representation remains quite low: while 40 per cent of Deloitte's graduate intake is female, only 18 per cent of those at senior levels are women. At KPMG, 48 per cent of managers are women but this drops to 13 per cent at the partner rank.

However, people who support and encourage workforce diversity say they see progress, both in attitudes and in numbers. The proportion of women in the senior grades is growing. The change is slow, but it is in the right direction.

D Accommodating female employees in the workplace is not simply an act of kindness. In fact, many firms see retaining trained consultants as a business necessity. Losing valued and skilled managers not only results in a waste of training time and resources, but it harms the recruitment process in the next generation. E 'We're really talking about talent issues. The traditional groups of the population that companies used to look to for new recruits are shrinking, so we need to think about how we are going to be able to recruit from diverse groups,' says Isabel Naidoo, Head of Diversity for Accenture in the UK.

F Some firms also recognise that women can offer different skills. 'Women are quite good at aspects of management, managing diversity and working in teams. These are things we must encourage if we are going to add value,' says Judith Halkerston, Managing Director of Energy, Utilities and Telecoms at Logica.

G That has led to programmes such as PA consulting group's decision to boost the salaries of newly returned mothers temporarily so that they can afford to work fewer hours without sacrificing pay in the first few months. Deloitte has emergency childcare on call. IBM lets all employees - not just parents - buy up to two weeks of extra leave, which many consultants use for childcare. KPMG invests heavily in state-of-the-art teleconferencing, which makes telecommuting and other flexible arrangements more possible.

H Clients, on the whole, have been supportive of the efforts to accommodate a variety of work arrangements. Consulting firms say there has been no so resistance from clients and sometimes you hear them say: 'Well, I only work three days a week and it works for me'. Says Accenture's Ms Naidoo, 'Clients want a job done and with quality by a certain deadline, but it's up to us how we manage that.'

FT

I. Read the article and decide whether these statements are true (T) or false (F).

- 1. Professional services firms have been worried about the lack of men in senior positions for years.
- 2. Consulting firms are not interested in changing that situation.
- 3. The number of women in senior positions in consulting firms is growing rapidly.
- 4. There is a business rationale for helping women to stay in the workforce once a company has spent time and money training them.
- 5. The traditional workforce base is now too small for companies' needs.
- 6. Clients do not like female consultants to work part-time.

II. Choose the best option to complete each statement.

- Consulting firms are trying different work arrangements in order to ...
 a. save money on office space.
 b. help more women to stay in their firms.
- They have developed flexible work arrangements in order to ...
 a. attract the cleverest men and women in 'Generation Y' to work for them.

b. become leaders in modern working practices.

- 3. At KPMG,...
 - a. nearly half of the managers are women. b. just over 10 per cent of the managers are women.
- 4. At Deloitte, the percentage of the most senior positions held by women is ...
- a. 40 per cent. b. 18 per cent.
- 5. Women benefit organisations because they are particularly good at...a. various aspects of management.b. using telecommunications equipment.
- 6. PA helps women who have recently had a baby by...
 - a. giving them very long maternity leave. b. allowing them to work fewer hours without losing pay for a while.
- Deloitte provides...
 a. a childcare service.
 b. an emergency health service.
 IBM allows ...
 - a. women with children to take up to two weeks' extra holiday time.b. all employees to buy up to two weeks' extra holiday time.
- III. Find words or phrases in the article which fit these meanings.
- 1. high positions in companies in which you make decisions about strategy and the workforce (paragraph A, two words)
- 2. a period of time during which a woman who is having a baby does not work for her company (A, two words)
- 3. the new set of recently qualified young people hired by companies each year (C, two words)
- 4. getting smaller (E)
- 5. increase (G)
- 6. working from home, using computer connected to the office (paragraph G)

WRITING (20 POINTS) Choose one of the topics and write 150-200 words

A. You work in a small manufacturing firm. Your firm needs to purchase a new heating and cooling system for the warehouse. You have been asked to investigate three systems that would all be suitable from a technical point of view. Use the data below and write a report for the purchasing manager (give your recommendations with reasons).

	System A	System B	System C* (new system)
Purchase price (installation included)	€15,600	€19,500	€28,950
Annual running cost (based on energy use)	€4,100	€4,400	€2,900
Guarantee	1 year	3 years	5 years
Cost of service contract (after guarantee ends)	€850/year	€950/year	€950/year

- B. Alex James, a business associate from the US, will be visiting your office next week. You have not met before. He has just sent you an e-mail to let you know he will be arriving at 9 p.m. on Monday. Write a polite, friendly e-mail of around 150-200 words to him. Include the following points:
- company driver will meet Alex James ... (where?) (carrying a sign with his name)
- room booked at Metro Hotel informed the hotel about late arrival
- hotel: normally used by your company (give some details of its standard)
- on Tuesday you will meet him 8:45 a.m. at hotel and ... (what's the plan?)
- wish him pleasant trip
 - C. You are the Marketing Manager of a company. You are organizing a meeting to discuss possible cuts to your department's budget. Write <u>a memo</u> to all staff in your department:
 - \circ $\;$ giving them the date, place and time of the meeting $\;$
 - explaining why some cuts have to be made
 - \circ outlining what sort of cuts have to be made

- saying why it is important for all staff to attend
- LISTENING (20 POINTS) Listen and complete the sentences below with the correct alternative a, b or c.
- A
- 1 According to Ms Bellman, a CFO should be _____
 - a) an optimist
 - b) conservative
 - c) sales-oriented
- 2 Ms Bellman believes a CFO should _____
 - a) let the business's accountants deal with the details
 - b) let the CEO make the big decisions
 - c) be an accountant
- 3 Ms Bellman says that a CFO needs to prepare accounts and budgets _____
 - a) quickly
 - b) working closely with other accountants
 - c) with great care
- 4 Ms Bellman believes that a good CFO understands _____
 - a) both the details and the 'big picture'
 - b) the details but not necessarily the 'big picture'
 - c) the 'big picture' but not necessarily the details
- 5 According to Ms Bellman, a good CFO _____
 - a) can understand the CEO's explanations of policies and so on
 - b) is able to hide bad news so that shareholders don't worry
 - c) can communicate clearly
- 6 Ms Bellman says that a good CFO _____
 - a) can perform well even with only a little understanding of computers
 - b) needs to know a lot about property, law and company secretarial affairs
 - c) should work closely with a company's lawyers and secretaries
- 7 In Ms Bellman's view, a good CFO _____
 - a) will be a good manager
 - b) would make a bad CEO
 - c) deals with every matter very seriously
- 8 Ms Bellman says that a CFO has to work extra hard _____
 - a) in times of crisis
 - b) when foreign exchange rates change quickly
 - c) when the CEO is on holiday
- 9. It is the role of CFO to worry about what could go wrong. T / F
- 10. Ms Bellman admires those CFOs who don't use accounting software. T / F

B

- 1. Zumotina's profits _____ last year.
 a) remained steady
 b) grew
 c) dropped slightly
- 2. In the previous three years, Zumotina's turnover increased by _____.

a) more than 50 per cent b) about 15 per cent c) 41 per cent

- 3. Zumotina has recently had a _____.
 a) management reshuffle
 b) rebranding
 c) product launch
- 4. Good Juice's products are _____.
 a) sold only in the UK
 b) relatively expensive
 c) only partly organic
- 5. Good Juice's sales are _____ domestic. a) exclusively b) mostly c) about 50 per cent
- 6. Last year, Good Juice's profits were _____\$1 million. a) less than b) about c) a little over
- 7. Kimura might help Oasis Organic develop a new _____.
 - a) manufacturing process b) brand image c) market segment

8. Kimura's sales last year were	a) \$0.9 million	b) about \$5 mi	llion c) nearly S	\$9 million
9. Most of Hightree's sales are	a) domestic	b) export	c) direct	
10. In the past three years, Hightree's profits ha	ave a) rei	mained flat	b) skyrocketed	c) slightly increased