

Key

Speaking Part 1

1

1. G
2. D
3. A
4. F
5. B
6. H
7. E
8. C

2 Examples

- A This means that rather than just doing business with other companies and clients in the same city or province, as was the case previously, everyone now tends to maximise their markets by exploring potential in other countries too.
- B For example, I know there's a problem with some large corporations avoiding paying tax in some countries, but that's not the only cause of the world's current problems.
- C The algorithms used in trading cut out a lot of the need for chains of decisions made by humans, so the whole process is inevitably much faster than before.
- D Ideally, I'd love to be using it on a daily basis, but I can't do that right now. My aim is to eventually end up in an English-speaking country so that I can really become totally proficient.
- E People talk about Mandarin taking over as the world's business language but it doesn't have the geographical spread of speakers that English does. So I think it's unlikely it will overtake English, but it's undoubtedly becoming more important.
- F I'd imagine that manufacturing will become more and more automated and that other large-scale sectors such as agriculture will use machinery rather than people to make it work on a bigger and bigger scale.
- G On TV you don't know who will watch your advert, but online you can make sure you are reaching your target market, so that will make it more effective too.
- H As long as students coming out of university have the basic knowledge they need to make a start in business, that's enough. We can't expect them to know everything!

3

1. D
2. C
3. E
4. B
5. A

Speaking Part 2

1

1. therefore
2. firstly
3. for example
4. Furthermore
5. second point
6. leads me on to
7. due to the fact that
8. whereas
9. In short
10. in order to

2

C

Firstly, I'd like to explain a little about the function of staff appraisals. A staff appraisal is, in a nutshell, an opportunity for a member of staff and their line manager to review the employee's progress and performance over a period of time. This process can help to provide positive feedback to the employee on areas of work and duties that they've carried out particularly well.

It can also serve to identify areas in which the staff member has not met all of their obligations, identify reasons for this and attempt to come up with a plan for rectifying this issue. This will benefit both the member of staff and the company, of course.

Without this process in place, there's no systematic way of assessing how well individual employees are performing. I would therefore in conclusion like to state that staff appraisal is one of the most important systems that any organisation, no matter how large or small it may be, should put into practice.

D

- A staff appraisal is an opportunity to review an employee's progress and performance.
- Appraisals can provide positive feedback on duties that have been carried out particularly well.
- Appraisals identify areas where obligations have not been met, identify reasons for this and solutions for rectifying this issue.
- They benefit the member of staff and the company.
- Without appraisals, there's no systematic way of assessing how employees are performing.
- One of the most important systems any organisation should put into practice.

E

You could ask: "How frequently do you think managers should meet individual staff during the appraisal year?"

Speaking Part 3

1.

1. Move to new premises.
2. Staff parking.
3. Submit ideas that make the lack of staff parking more appealing to staff.
4. How the company can justify not having staff parking, and what incentives relating to transport the company can offer to make up for not having parking.

4.

1. of the opinion
2. as long as
3. I'd like to propose
4. not necessarily
5. Wouldn't it be a good idea to
6. see what you mean
7. make a good point
8. exactly
9. if you ask me
10. What do you think of
11. wouldn't argue with that

5.

A.

Example questions:

- Should all companies encourage their staff to use environmentally friendly means of travelling to and from work?
- Should employees have to pay to park their cars at their workplaces?
- Do you think working from home is an effective way to reduce environmental impact?