

READING COMPREHENSION**1. Develop Effective Work Relationships****Task 1**

Blaming others	1. You will earn enemies / 2. alienate people
Give credit for contributions	3. build effective work relationships
Discussing problems first	4. Build alliances
Deadlines not met	5. you affect the work of others
Help others to discover their strength	6. whole organisation benefits

Task 2

7. Your education or title does not matter if you intend to develop work relationships.	T	
8. Effective work relationships influence your job satisfaction.	T	
9. Effective work relationships can be developed, if you reward people.	T	
10. The supervisor was dismissed, because he did not play well with others.	F	
11. The supervisor did not have a boss.	F	
12. If your coworkers trust you, you will be able to accomplish your goals.	T	
13. If you identify who was involved in a problem you will earn enemies.	F	
14. Only the managers can motivate the employees.	F	
15. Having a best friend at work influences job satisfaction.	T	

2. Airline pollution

Task 1

0	1	2	3	4	5
A	C	E	G	B	F

Task 2

Air traffic has become inconvenient for	6. people in the air
	7. people at the airport
	8. people living around the airport
Some consider the atmosphere to be like water, because	9. of an infinite absorbing capacity
	10. it can tolerate any pollution

LISTENING COMPREHENSION

Text 1 :

1st news item: 1T 2T 3F 4F

2nd news item: 1T, 2F, 3F, 4T

Task 2

- 1-2 (any of) rents / payrolls / security cameras, 3. plumbers / electricians, 4. Guideshops, 5. shopping malls, 6. bookstore, 7. shoe's fit / apple's crispness
8. car seats / baby equipment, 9. storefronts, 10. bulky goods, 11. returned
12. convenient outlet

Sample table description

BRICS is an abbreviation referring to the initials of the five countries listed in the first column. Based on the second column we can compare the population of the countries given in millions.

The next three columns present the consumption values of three main dairy products, such as liquid milk, butter and cheese. The values are expressed in kg/inhabitant.

It can be clearly seen that the consumption of liquid milk is significantly higher compared to that of the other two dairy products in each country. Of the five examined countries Brazil has the highest liquid milk consumption with 59.9 kg/inhabitant, while this value is the lowest in China with 19.9 kg/inhabitant.

Butter and cheese consumption values are relatively low in these countries. The only exception is Russia, where cheese consumption is 6.6 kg/inhabitant. The other values range from 0.1 and 3.6 kg/inhabitant. It is interesting to note that – according to this table – cheese is not consumed at all in India.

To sum up, we can say that in the given countries, which are located in different continents, liquid milk can be considered the dominant dairy product people consume.

Sample report

TO: Anthony Turner, PR Department
FROM: Beáta Koós
SUBJECT: London Trade Fair
DATE: 20 March 2017

Introduction

As a manager of the PR Department I was requested to compile a report on our participation at the London Trade Fair as an exhibitor. In this document I summarize our experiences from the following perspectives: facilities at the fair, organization and the results of our participation.

Background

The event was held at ExCel (Exhibition Center London) from 10-15 March. Our company was represented by the Hungarian managers of the PR and the Sales and Marketing departments, as well as three assistants.

Summary of the facilities and organization

- The venue of the event was the well-known ExCel, which is easy to access. Upon arriving the organizers provided us with a stand which met all the requirements we had specified in a contract beforehand. The stand was equipped with laptops, projectors and we had enough space to present our promotional material.
- We were completely satisfied with the organization, as well. The registration process was simple and fast, the hostesses were helpful and the signposting was clear.

Results of the participation

Participating in trade fairs like this one is essential for the development of the company. We had the opportunity to make useful contacts and received an overview of the current issues of our sector.