

## (17.11.2020) TEST (Negotiations + Reading text)

**Begin the test with Quiz 1 (language of negotiations).**

**It is timed: available ONLY between 11.15 – 11.30, with the time limited to 5 minutes, and one attempt allowed.**

### 1. Language of negotiations

- **Quiz 1:** Translate the words in brackets into English. Write only the translated words in the quiz boxes. Do not write any numbers. Do not write complete sentences. Leave **one space** between the words you write. Letter size has no importance.
- **Be careful while writing your answers. Leaving two spaces for example will not be accepted by the quiz system.**

### 2. Reading text attached in the pdf file

- You are allowed to use a dictionary.
- You need to do all the exercises, except Ex.2, which I have crossed out.
- Paragraph numbers have been highlighted in the text.
- Write your answers in the quiz boxes.
- Attach your answers to one exercise in Exercises done as a pdf file.
- Read exercise instructions carefully. It always says there which text paragraphs you should refer to for the answers.
- Read the instructions for each quiz to be sure what exactly you need to do.
- The quizzes instructions are the same here as for Quiz 1:  
**Do not write any numbers in the quiz boxes.**  
**Do not write complete sentences.**  
Leave **one space** between the words you write.  
Letter size has no importance.
- **Quiz 2: Ex. 1:** write the correct heading/question letters (a, b, etc) in the quiz boxes.
- **Quiz 3: Ex. 3:** write your answers in the quiz boxes. Pay attention to the form of words you are looking for.  
For example, if you are looking for “animal**S**”, do not write “dog”, you have to make it “dog**S**” (the forms have to agree); if you are looking for “train**ING**”, you have to write “exercis**ING**”, not “exercise”.
- **Quiz 4: Ex. 5:** Write only the words you found in the quiz boxes. Do not write: a, b, c, etc. Pay attention to what forms you need to write to make the definitions correct. **DO NOT** simply rewrite from the text.
- **Quiz 5: Ex. 6:** Write only the words and phrases you found in the quiz boxes. Do not write: a, b, c, etc. Pay attention to what forms you need to write to make the definitions correct. **DO NOT** simply rewrite from the text.
- **Exercises done: Ex. 4:** attach a pdf file with the T or F solutions. **Correct all the false sentences** (this means explain why they are false; sometimes it is enough to change one word of the original sentence to make it true).

### 3. FORUM

- **This forum will still be open after the test. But you are invited to post your ideas when the test is still on.**
- Headhunting is when executives are approached by consultants who try to persuade them to take another job. Some people think this is unethical. What do you think?

**4. The Forum deadline is: 22.11.2020, time: 22.00.**