Unit 13 Review questions from the Pre-intermediate Coursebook

1. **Just-in-time delivery** means ...
   a. deliveries which arrive late.
   b. supplying goods a very short time before they are needed.
   c. ordering goods long before they are needed.

2. A company is productive ...
   a. if it produces large amounts of goods.
   b. if it has up-to-date equipment.
   c. if it uses time, money and raw materials efficiently.

3. If you find it difficult to meet deadlines, you should read a book about ...
   a. analysing productivity.
   b. effective time management.
   c. staff motivation.

4. When talking about productivity, *demand* means ...
   a. a situation where something arrives late.
   b. supplying items for the company to use when it needs them.
   c. a customer’s need to buy certain goods.

5. Which of the following deals with faults and problems in the factory?
   a. up-to-date technology
   b. quality control
   c. assembly line

6. A staff shortage is most likely to occur ...
   a. on weekdays.
   b. when business is slow.
   c. at holiday times.

7. Which sentence is correct?
   a. Helpful managers are highly respected by their colleagues.
   b. Slowly workers are often not efficient.
   c. A recently study looked at productivity in the UK.

8. Which sentence is correct?
   a. All our employees well speak English.
   b. All our employees speak well English.
   c. All our employees speak English well.

9. You are in a meeting and there are only five minutes left and still one topic to discuss. You say:
   a. We need to be quickly.
   b. We don’t have much time.
   c. Time is running away.

10. You want to discuss something in a meeting and time is short. You say:
    a. Quick, could we talk about ...
    b. Could we talk quick about ...
    c. Could we quickly talk about ...