

1> Read the text and choose the correct answer a, b or c.



I am writing to apply ¹_____ the position of junior assistant as advertised on your website. In the future, I would like to follow a ²_____ in advertising. Working for an advertising agency such as yours has always been my dream.

As for my experience, for the past two years I ³_____ ads for our school paper. I have also read a few books about advertising ⁴_____. I am a very creative and hard-working person, so I believe I am a ⁵_____ candidate for the position. I am also prepared to work ⁶_____ in the evenings or even at weekends, since I would like to learn as much as possible during the next two months.

- | | | |
|-------------------------|-----------------|-------------|
| 1 a to | b about | c for |
| 2 a job | b career | c work |
| 3 a have been preparing | b have prepared | c prepared |
| 4 a ever | b so far | c recently |
| 5 a responsible | b capable | c suitable |
| 6 a overtime | b full-time | c part-time |

2> Choose the correct answers.

- There have been many _____ people in our town since the local factory closed.
a employer b unemployed c employ
- Our nanny is paid _____.
a week b weekly c weekends
- Being a politician is very _____.
a stressed b stressing c stressful
- We only use modern _____ in our lab.
a equip b equipped c equipment
- I have an appointment with a careers _____ today.
a council b counselled c counsellor
- We always try to _____ our customers' needs.
a satisfy b satisfying c satisfied
- Stephen Hawking's book about black holes inspired me to become a _____.
a physician b physics c physicist
- What a _____ this project is! I can finally put my creativity to good use!
a challenge b challenged c challenging

- 3> Complete the text with the correct form of the words below.
There are two extra words.

deal employ help think own success reward work

We've had a discussion about our future careers in my English class today, and I ¹_____ about it all day. Most of my classmates want to work for big corporations, but I'm not sure. I think that the ²_____ of big companies are just helping to make somebody else rich. Also, I suppose the ³_____ environment in such places can be very stressful. So maybe it's better to be self-employed, like my dad, who is the ⁴_____ of a small logistics company? I know it's difficult these days to ⁵_____ in business, but judging from my dad's experience, if you do, it is very ⁶_____. But, on the other hand, there are so many things to worry about such as social insurance and taxes. So, I guess I still don't know.



- 4> Complete the sentences with the correct form of the words in brackets.
Add extra words where necessary. Use no more than five words.

- 1 Who _____ (be / charge) the project while I was away?
- 2 Mike _____ (do / good) the job interview that he's sure he'll get the job.
- 3 Thanks _____ (they / helpful / staff), our stay at the hotel has been very pleasant.
What _____ (she / do) a living before she started working for the police?
- 5 When I entered the shop, my colleague _____ (just / deal) an angry customer.
- 6 'What kind of work _____ (you / look)?'
'Ideally, I'd like a job that involves a lot of travel.'
- 7 This company _____ (never / lay off) many workers before.
- 8 He _____ (be / dissatisfied / salary), so he started looking for a new job.

5) Complete the second sentence so that it means the same as the first.
Write no more than four words.

- 1 How does she earn money?
What does she do _____?
- 2 Craig started his own company in September.
Craig has been _____ September.
- 3 I got this position 3 weeks ago.
I _____ for three weeks.
- 4 Who is responsible for this project?
Who is in _____ this project?
- 5 I think I didn't enclose my CV in my application.
I can't remember _____ in my application.

