



G12- UNIT 8 – REVIEW (V –Gr)

II. Complete each of the following sentences with a suitable word from the box.

competed requirements application employees experience
tendency interviewer advance emotion qualified

1. _____ who worked hard and were loyal got good pay and job security in return.
2. Soft skills may be essential to jobs that require _____.
3. In the past, employees _____ for jobs only with local job seekers.
4. Most companies have clear _____ for every position.
5. Interviews can choose the best candidate based on the _____ form.
6. The employers partly rely on their _____ in employing people.
7. The most _____ or experienced applicant will be chosen first.
8. Companies have a _____ to overstate the requirements for the position.
9. All applicants can take part in the interview so that the _____ can choose the best.
10. From the employment ad, applicants can know all the requirements from the company so that they can prepare the answers in _____.

V. Indicate the word(s) CLOSEST in meaning to the underlined word(s) in each of the following sentences.

1. The number of people on unemployment benefits has dropped over the last two months.
 - A. having benefits of being unemployed
 - B. receiving unemployment compensation
 - C. making use of being unemployed
 - D. sending money to the government to support the unemployed
2. My mother has put money aside for her old age since she started to work in the factory.
 - A. laid aside
 - B. taken aside
 - C. spent all
 - D. lent me all
3. Our new boss is trying to ensure the well-being of his employees.
 - A. earnings
 - B. compensation (money paid by the government to those who are unemployed)
 - C. savings
 - D. welfare (general health, happiness and safety)
4. In view of the global financial crisis, Tom and his brother has been laid off, so they are on the dole.
 - A. selling goods on pavements
 - B. receiving a lot of attention
 - C. living on their parents' support
 - D. living on unemployment benefits
5. Two employees have been sacked and 120 others face dismissal for joining earlier protests.
 - A. recruitment
 - B. redundancy
 - C. employment
 - D. application
6. Frank, 41, applied for the post when the parish council advertised two vacancies.
 - A. occupied positions
 - B. job opportunities
 - C. unavailable positions
 - D. accommodated room
7. Members tried their hands at the techniques to gain hands-on experience.
 - A. relevant
 - B. prior
 - C. practical
 - D. considerable
8. Sara brought in a lot of business last month; she would ask for a pay rise while she's still on a roll.
 - A. unsuccessful
 - B. on the up and up
 - C. inefficient
 - D. unqualified
9. The Wilsons have found it terribly hard to make ends meet ever since they both lost their jobs.
 - A. barely have enough to live on
 - B. give up gatherings
 - C. able to manage
 - D. buying and selling goods

10. There were some very strong candidates for the job but none of them met my expectations.
A. surpassed B. overcame C. fulfilled D. underestimated

11. She got the job in the teeth of considerable competition.
A. regardless of B. as regards C. in respect to D. owing to

12. She clearly joined the firm with a view to improving herself professionally.
A. with no regard to B. irrespective of C. in spite of D. with the intention of

13. She has two degrees but she has only found a part-time, temporary job.
A. permanent B. long-run C. stable D. short-term

VI. Indicate the word(s) OPPOSITE in meaning to the underlined word(s) in each of the following questions.

1. My partner was made redundant last November and hasn't secured further employment as yet.
A. fired B. sacked C. laid off D. appointed

2. With unemployment at a record level, retraining programmes would pay off in the long run.
A. lastingly B. temporarily C. stably D. durably

3. Sheila had butterflies in her stomach before the interview.
A. seemed to be easy in her mind B. in a tizzy
C. on pins and needles D. under pressure

4. They sacked the head of marketing because he was extremely inefficient.
A. competent B. unqualified C. disorganized D. unskilled

5. I find myself at odds with most of my colleagues on what is the best way forward.
A. in conflict with B. in disagreement with C. on the outs with D. on good terms with

6. Most people would grab at the chance of working for that company.
A. jump at B. seize C. neglect D. take

7. I believe Mr. Brown is the most suitable candidate for the job as he has all the necessary qualifications.
A. acceptable B. inappropriate C. tailor-made D. proper

8. The daughter of a blue-collar factory worker, Anne grew up on a council estate in Bracknell.
A. physical B. manual C. laboring D. mental

9. Previously financial matters were dealt with by qualified accountants, financial advisers.
A. professional B. experienced C. incompetent D. skilled

10. This scholarship is being established in her name as a permanent reminder of her work.
A. long-run B. ever-lasting C. stable D. temporary

VII. Choose the best one (A, B, C or D) to complete the sentence or replace the underlined word.

1. The mother told her son ____ so impolitely.
A. not behaving B. not to behave C. did not behave D. not behave

2. She said she ____ collect it for me after work.
A. would B. did C. will D. had

3. He asked me where I ____.
A. have studied B. study C. am studying D. studied

4. Almost half of the ____ are perfectly suitable for the vacancy.
A. employees B. competitors C. candidates D. applications

5. Networking tools like LinkedIn, Facebook, and Glassdoor enable people to easily ____ the market for new job opportunities.
A. test B. monitor C. find D. consider

6. The man wanted to avoid ____ on security cameras.
A. to see B. being seen C. seeing D. to be seen

7. Peter said that he had lived in London four years ____.
A. then B. ago C. before D. later

8. John asked me ____ in English.

A. what does this word mean B. what that word means
C. what did this word mean D. what that word meant

9. There has been an increase in job ___, which is when two people agree to divide a full-time job into part-time jobs.
A. dividing B. separating C. cutting D. sharing

10. You should ___ your resume and covering letter so they are as close a match as possible to the job.
A. alter B. change C. direct D. tailor

11. The host asked her ___ tea or coffee.
A. whether she liked B. that she liked C. if she likes D. whether she like

12. My friend asked me who ___ the piano in the sitting room.
A. was playing B. plays C. is playing D. has played

13. The teacher told his students ___ laughing.
A. would stop B. to stop C. stop D. stopped

14. Mary asked me _____.
A. whether I would watch the football match on TV the day before.
B. whether I watched the football match on TV the day before.
C. If I had watch the football match on TV the day before.
D. whether I had watched the football match on TV the day before.

15. He asked ___ him some money.
A. her to lend B. her lending C. she has lent D. she lends

16. Jennifer asked me where ___ the week before.
A. had I gone B. did I go C. I had gone D. was I going

17. Tom asked me _____.
A. if was I having a good time last year
B. whether I had had a good time the year before
C. if would I have a good time the year before
D. whether I have had a good time the year before

18. Do you know where ____?
A. he lives B. did he live C. does he live D. he live

19. ___ receive an average of 60 applicants for every advertisement for a low-skilled job, and 20 for every skilled job.
A. Employment B. Employees C. Employers D. The employed

20. Most job interviews today ___ more than just a casual conversation with the hiring manager to see if someone is qualified for the job.
A. indicate B. include C. contain D. involve