

BOOK – 2 LISTENING/SPEAKING

REVISION – UNIT - 3

Name: _____ Date: _____

I. Listening

In this section, you will hear a lecture about soft skills. You will hear the lecture twice. Choose the best answer.

1. What is the main idea of the lecture?
 - A. Soft skills are manners for work.
 - B. Communication at work is really important.
 - C. Students need to understand and develop soft skills.
 - D. Students can develop soft skills by taking a class.

2. According to the professor, hard skills are the skills that _____.
 - A. are difficult to learn
 - B. students learn in IT classes
 - C. companies want the most
 - D. students learn in communication courses

3. Which of the following is NOT a soft skill?
 - A. finding a good job
 - B. being responsible
 - C. communicating clearly
 - D. respecting team members

4. When the professor is talking about working with others, he says that some students like the idea of _____.
 - A. developing soft skills
 - B. working in groups or teams
 - C. working alone in front of their computer
 - D. working for an important IT company

5. Why do they have group projects in this class?
- A. to learn the soft skill of working with others
 - B. to develop their hard skills
 - C. to practice for their current jobs
 - D. to practice writing emails
6. According to the professor, if a team member is late with her work, you should _____.
- A. speak with her alone
 - B. write an email to her
 - C. listen to her carefully
 - D. present the problem to a manager
7. IT workers have to communicate with their department members and _____.
- A. sales team members
 - B. communication professors
 - C. people outside of the company
 - D. people interested in new technology
8. The professor talks about "special vocabulary" because the IT students _____.
- A. need to study it
 - B. don't want to use it
 - C. know that everyone understands it
 - D. shouldn't use it outside of their team
9. What is the professor's suggestion to the student at the end of the lecture?
- A. to find an IT job
 - B. to read about soft skills
 - C. to take a communication class
 - D. to talk to people outside of the IT department
10. What do you predict the professor will talk about next in the lecture?
- A. an example of hard skills
 - B. the definition of hard skills
 - C. more examples of soft skills
 - D. another suggestion about soft skills

II. Vocabulary

Complete the paragraph with the correct words from the word bank:

attentive improve influence manners
principal respect rude valuable

My grandmother was a positive 11. _____ in my life. She taught me many 12. _____ lessons that I will never forget. One of these important lessons was about writing thank-you notes. She told me that it is 13. _____ not to send a letter after receiving a gift. A thank-you note shows 14. _____ and appreciation to the person who gave the gift. She said that people will always remember my good 15. _____.

Match each word with the correct definition.

- 16. _____ polite
- 17. _____ improve
- 18. _____ behavior
- 19. _____ deal with
- 20. _____ attentive

- A. the way you act
- B. to solve a problem
- C. very useful or important
- D. to make something better
- E. watching or listening carefully

- F. to say something in a loud voice
- G. the person in charge of a school
- H. having good manners and showing courtesy

III. Note-taking Skill: Organizing notes

Listen to a lecture about manners. Then organize notes for the lecture in the table. Write the letter of the correct answer next to the number.

Title	21. _____
First Point	22. _____
Second Point	23. _____
Third Point	24. _____

- A. arrive early
- B. send a thank-you email
- C. small actions can be very valuable
- D. etiquette for job interviews
- E. be polite to everyone

IV. Listening Skill: Predicting

Read a sentence from a news program. What will the reporter talk about next? Choose the best answer.

25. **Reporter:** Where do you think are the most polite cities in the world?
- A. the names of the cities
 - B. examples of good and bad manners
 - C. advice about traveling to a different country

26. **Reporter:** In these cities, residents are friendly and helpful to strangers.
- A. an example of rude behavior
 - B. a story about someone helping others
 - C. the names of the best hotels in these cities
27. **Reporter:** Wendy Butler is on vacation in one of the most polite cities.
- A. a description of her vacation schedule
 - B. an interview with her about her hometown
 - C. an interview with her about the behavior there
28. **Reporter:** Cities should do several things if they want to be on the list of the most polite cities next year.
- A. the list of last year's winners
 - B. the date of next year's competition
 - C. suggestions about improving courtesy

V. Pronunciation Skill: Final /s/ or /z/ sounds

Read each sentence. In what part of the sentence is there a final /s/ or /z/ sound linked to a vowel?

29. The news report is about online etiquette lessons.
- A. The news report
 - B. is about
 - C. etiquette lessons
30. The teacher was interested in talking about manners.
- A. was interested
 - B. interested in
 - C. about manners
31. Is it important to send emails to teachers?
- A. Is it
 - B. to send
 - C. emails to
32. Good manners are always valuable.
- A. Good manners
 - B. manners are
 - C. always valuable

VI. Vocabulary Skill: Synonyms

Read the sentences. What synonym can replace the underlined word? Choose the best answer.

33. Most people think it is impolite to talk while you have food in your mouth.
A. rude
B. attentive
C. etiquette
34. Parents feel proud when their young child is courteous to others.
A. rude
B. polite
C. valuable
35. The teacher rewarded the students' good behavior by giving them candy.
A. actions
B. societies
C. principals
36. The information in the etiquette book was really valuable.
A. useful
B. attentive
C. courteous

VII. Speaking Skill: Giving advice and making recommendations

Match each statement with the best recommendation.

37. ____ My car is making a strange sound.
38. ____ My roommate never cleans the apartment.
39. ____ Kari asked to copy my homework.
40. ____ I'm going to be late for work.
- A. Don't you think you should call?
B. I don't think you should let her do that.

- C. I think you should take it to the shop.
- D. Maybe you should ask her to help you.

VIII. Grammar: Modal verbs *should* and *shouldn't*

Correct the error with *should* or *shouldn't* in each sentence.

41. What should bring a guest for a special dinner?

42. You should to take a gift when you have dinner at someone's house.

43. If you don't know a good gift to take, maybe you should asked a friend.

44. Your friend should has some ideas about gifts.

45. You shouldn't take something very expensive or unusual.

46. Should give I the gift when I arrive?

47. Yes. You should wait not until the end of dinner.

48. After dinner, a guest shoulds sends a thank-you note.

49. The note should including specific details about your favorite parts of the dinner.

50. In the future, should you invite this person to your home for dinner.
