

Unit Test 1

Answer all thirty questions. There is one mark per question.

VOCABULARY: CAREERS

1 Complete each of these sentences with the correct option.

2 It is useful to set your own goals and to think about the skills you need to _____ them.

3 In many countries, there are very few career _____ for people without formal qualifications.

4 It is very inconvenient to have to work _____ when you have young children.

5 Anika attends lots of professional development seminars because she wants to
a career move.

6 If you want to get _____ in your career, you have to have clear short- and long-term goals.

7 ‘Bright Sparks’ is an agency that helps school leavers on a career plan.

8 It is not enough just to your best; you need to have ambitions as well.

9 Sales representatives often earn a _____ in addition to their salary when they achieve their targets.

10 Multinationals often _____ their employees excellent career opportunities if they are willing to travel.

2 Complete the sentences using the words in the box.

take / do / evaluate / master / make

11 Do not always wait for your boss to tell you how well you are doing. You also need to _____ your progress yourself.

12 Vladimir is hoping to _____ research in informatics.

13 Nandita's dream is to _____ a living as a public relations consultant.

14 Delegating tasks is an important skill to

15 Max is only 52, but he would like to early retirement.

LANGUAGE REVIEW: ABILITY, REQUESTS AND OFFERS

3 Complete these sentences with the appropriate form (positive or negative) of *can*, *could* or *would*.

16 Alex **can't** speak Chinese, but he is planning to start learning next year.

17 Last year, our employees _____ use the new software, so we hired a consultant to teach them.

18. Do you like to take a career break?



19 Naruto _____ get a promotion at GFS, so he wants to move to another company.

20 Do you think you _____ recommend one or two employment agencies?

SKILLS: TELEPHONING

4 Match each question 21–25 to the appropriate response a–e. Write your answers here:

21 _____ 22 _____ 23 _____ 24 _____ 25 _____

21 Could I speak to Mrs Zhang, please?

22 Can I take a message?

23 Who's calling, please?

24 Could you tell me what it's about?

25 Sorry. Could you say the second name again?

a If you could just tell her that Imelda Reyes rang.

b Well, I would like some information about the conference.

c Sure. That's Loys. L—O—Y—S.

d Just a moment, please. I'll put you through.

e Dieter Enke, from LPL.

5 Complete the following phrases using the words in the box.

calling / catch / engaged / on / afraid

26 Hold _____, please. I'll connect you.

27 Sorry, I didn't _____ your first name.

28 I'm _____ there's no answer.

29 I'm _____ about the meeting tomorrow.

30 I can't get through. Their phone's always _____.