


NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SCORE: \_\_\_\_\_ /50

**A**  Listen to part of a job performance review, where Adrian is talking to his boss, Rachel. Then read the questions and choose the correct answer.

- 1 What is something that Adrian thinks he does well?
  - A improving the relationship between his team members
  - B recognizing the best members of a team
  - C communicating with his team in a clear way
- 2 How have some of Adrian's team members changed this year?
  - A Their behavior has become more destructive.
  - B They have had more problems with Adrian.
  - C Their attitude has become more positive.
- 3 What's Rachel's attitude to Adrian's team's performance this year?
  - A positive
  - B unhelpful
  - C critical
- 4 What is something Adrian thinks that needs improvement?
  - A The number of projects he is responsible for.
  - B Some of his team members' attitude toward their responsibilities.
  - C Rachel's support to his team's projects.
- 5 What's Adrian's attitude to Rachel's suggestion?
  - A optimistic
  - B pessimistic
  - C unpleasant

\_\_\_\_\_ / 10 (2 points each)

**B** Match the words to the definitions.

EXAMPLE oversee

D

1 turn to

\_\_\_

2 assist

\_\_\_

3 build trust

\_\_\_

4 contribute

\_\_\_

5 take on

\_\_\_

6 enable

\_\_\_

7 keep an eye on

\_\_\_

A to decide to do or be responsible for something

B to help

C to give something to help

D to watch and manage a job or activity

E to make it possible for something to happen

F to try to find help or comfort from someone

G to develop confidence or belief in someone

H to watch or take care of something/someone so that nothing happens to them

\_\_\_\_\_ / 7 (1 points each)

**C** Complete the sentences with the words in the box.

aspects      constructive      draw attention      ~~point out~~      strengths  
think through      unreasonable      valid      weigh the pros and cons

EXAMPLE Before we start the meeting, I'd like to point out that your cell phones should be on silent.

- 1 Today, I'd like to focus on the positive things about this project. I don't want to \_\_\_\_\_ to the things that need improvement.
- 2 It's a great idea, but I need to think about its negative \_\_\_\_\_ before I can approve it.
- 3 One of Silvia's greatest \_\_\_\_\_ is that she is very adaptable.
- 4 When you write your essay, please include enough \_\_\_\_\_ points to support your argument.
- 5 Before making an important decision, you should \_\_\_\_\_ what the results could be.
- 6 This month, Alex has asked for a pay raise, a new office, and Friday afternoons free! I am trying to be patient with him, but I think he is being extremely \_\_\_\_\_.
- 7 Decisions are never easy to make. You need to \_\_\_\_\_ of every point.
- 8 When you give feedback to coworkers, the criticism should be \_\_\_\_\_, not negative.

\_\_\_\_\_ / 8 (1 point each)

**D** Choose the correct answer.

EXAMPLE *Even / Only* Michael could come up with that idea. He's so smart!

- 1 Everyone left *so / such* quickly that there was no time to say goodbye.
- 2 Please clean up your room. It will *even / only* take a minute to do it.
- 3 There was *so / such* a tense atmosphere at work today that everyone left earlier.
- 4 Luciano was the life of the party tonight! *Only / Even* I noticed – and you know I never do.
- 5 Helena made *so / such* interesting points about our options that we hired her.
- 6 After the discussion, I felt *so / such* uneasy that I decided to call you.
- 7 If we could find the money to raise people's salaries, it would be *even / only* better.

\_\_\_\_\_ / 7 (1 point each)

**E** Complete the sentences with the words in the box.

another    himself    itself    one another    others  
the other    the others    yourself    yourselves

EXAMPLE These ideas are much better than the others.

- 1 A cat cleans \_\_\_\_\_ daily. They are very clean animals.
- 2 Students are not allowed to text \_\_\_\_\_ when they are in class.
- 3 Emma, you have been in this type of situation \_\_\_\_\_. You know it's not easy.
- 4 Some twins can tell what \_\_\_\_\_ is thinking. Isn't that weird?
- 5 I know you are disappointed that you didn't get this job, but I'm sure there will be \_\_\_\_\_ one for you.
- 6 \_\_\_\_\_ may not agree with me, but I thought the movie was amazing.
- 7 I don't want you all to work together. I'd like you to do your own work by \_\_\_\_\_.
- 8 Igor \_\_\_\_\_ decorated the apartment. He didn't want to hire an interior designer.

\_\_\_\_\_ / 8 (1 point each)

- F** Read the online posts. Then read the statements and decide if the information is True, False, or Not Given.

### Working Blog

*Jobs have changed greatly over the years and, as a consequence, the way we work has changed as well. Here are two successful stories sent by readers who have broken away from the traditional working situation. I hope they can inspire those of you who are looking for new directions in your work life.*

Natalia Gomez, accountant, on job-sharing

I'm an accountant and I've been job-sharing for the last six months. I used to work full-time and, although I enjoyed my job, I used to work very long hours. About a year ago, I got sick and was advised by my doctor to take some time off work to recover. So I went on vacation and had time to assess my situation. Working long hours was so stressful that it was damaging my health. I turned to my boss, and she was very understanding and suggested that I could job-share. So I contacted my friend Luke, who is also an accountant and was looking for a job. Now, Luke and I job-share, and it's going very well! Just the perfect work-life balance!

Tyler Hall, editor, on freelancing and co-working spaces

I am an editor and I work on projects for magazines, websites, and advertising agencies. I used to work on a team at a large book publishing company. I enjoyed the work, but I wanted to have more independence, to choose the types of projects I worked on, and to do more varied work. So I left my job and set myself up as a freelance editor. After working alone for a month, though, I realized that I really missed other people and I felt very isolated and lonely. Then someone mentioned a co-working space downtown. The place is a large office space, especially for freelancers, divided up into smaller offices and meeting rooms. The rent we pay every month covers our desk space and bills such as electricity and cleaning. It is just the ideal situation for me: I can work independently and, at the same time, enjoy the company of others.

- |   |  |            |
|---|--|------------|
| 1 | The blog writer's attitude toward Natalia and Tyler's stories is a positive one. | T / F / NG |
| 2 | Natalia now works fewer hours than she used to a year ago.                       | T / F / NG |
| 3 | Natalia's main reason to job-share was to help her friend Luke.                  | T / F / NG |
| 4 | Tyler decided to become a freelancer because he wanted to work alone.            | T / F / NG |
| 5 | Tyler is now a co-worker of the person who recommended the new office space.     | T / F / NG |
- \_\_\_\_\_ / 10 (2 points each)