

## I. Choose the right answer.

1) If he doesn't come in the next 10 minutes, we \_\_\_\_\_ without him.

- 1) started
- 2) would start
- 3) will start

2) He \_\_\_\_\_ a manager when he was 25.

- 1) has become
- 2) became
- 3) was becoming

3) Our distributor called while I \_\_\_\_\_ to Jim.

- 1) was talking
- 2) have been talking
- 3) would be talking

4) I thought about your proposal, and I think we \_\_\_\_\_ it.

- 1) accept
- 2) will have accepted
- 3) will accept

5) If he had told me about this earlier, I \_\_\_\_\_ someone else.

- 1) will have hired
- 2) would have hired
- 3) will hire

6) Our office usually \_\_\_\_\_ at 5:00 PM, but today we're staying open until 6.

- 1) closes
- 2) is closing
- 3) closed

7) A: What are you working on?

B: I'm trying to finish \_\_\_\_\_ presentation that I told you about this morning.

- 1) a
- 2) NO ARTICLE
- 3) the

8) A: Are they reliable?

B: Yes, they always deliver on \_\_\_\_\_ time.

- 1) NO ARTICLE
- 2) the
- 3) a

9) We have to draw up \_\_\_\_\_ new business plan. The old one isn't good enough.

- 1) the
- 2) NO ARTICLE
- 3) a

10) Bank of America, \_\_\_\_\_ nation's largest bank, announced its earnings last week.

- 1) the
- 2) a
- 3) NO ARTICLE

## II. Complete the sentences with ONE word.

We are looking for a young person to work as a tour guide this summer.

The job will involve accompanying English-11) \_\_\_\_\_ tourists as they do the 12) \_\_\_\_\_ of London. Full training provided. Write to Peter Harlow, giving details of previous work experience and explaining 13) \_\_\_\_\_ you think you are the right person for the job.

The right candidate should have:

- Graduate from Secondary 14) \_\_\_\_\_
- Knowledge of basic computer 15) \_\_\_\_\_
- Ability to work well in a 16) \_\_\_\_\_
- Have a good 17) \_\_\_\_\_ of English.

**III. Read the job advertisement and answer the questions below:**

**Masala**

**Waiters & Waitresses Needed**

**PT waiters/ Waitresses needed for Sat & Sun.**

**Must be able to work afternoons and evenings.**

**£8/hr. + tips.**

**Must be friendly, reliable, neat and clean. No exp. nec.**

**Apply in person at Masala, 186 Linthorpe Road, Cambridge TS13RF before May 30<sup>th</sup>. Ask for manager.**



18) Is this job full-time or part-time? \_\_\_\_\_

19) How many days a week will your work if you get this job? \_\_\_\_\_

20) What is the deadline for application? \_\_\_\_\_

21) Do you need any experience for this job? \_\_\_\_\_

22) What is the pay for this job? \_\_\_\_\_

23) Is this job in London? \_\_\_\_\_

24) Can you send your application online? \_\_\_\_\_

25) Can you get any additional money for work from the customer?

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**IV. Listening for details. Answer the questions below.**

26) How much does the job pay?

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27) Why doesn't the dad think she can get the job?

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28) What certificate will she need to do the job?

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29) Who will pay for the certificate?

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30) Do you need experience to get the job?

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**V. Read the text.**

31) Kara has an unusual job. During the week when she is a student at university, but at  
32) weekends she is a mystery shopper. What does this has mean? One day she buys  
33) a bottle of perfume, another day she goes for a meal that in a restaurant. She fills in  
34) a form about the shop or restaurant and a report is sent itself to the company's office. This  
35) is how the shop or restaurant gets much suggestions about how they could improve,  
36) to keep customers which happy. "It's the perfect job for me," explains Kara. "It's nice to  
37) eat in elegant restaurants from time to time such as I don't have much money for food."  
38) The company that employs Kara says mystery shoppers must actually to be reliable,  
39) have a good memory and they must be enough honest. "If mystery shoppers tell a lie  
40) or exaggerate, we won't be use them again," explains one of the company's managers.

**Find ONE odd word and write**

31) \_\_\_\_\_

32) \_\_\_\_\_

33) \_\_\_\_\_

34) \_\_\_\_\_

35) \_\_\_\_\_

36) \_\_\_\_\_

37) \_\_\_\_\_

38) \_\_\_\_\_

39) \_\_\_\_\_

40) \_\_\_\_\_