

## Unit test 5

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

### LANGUAGE REVIEW

Complete the text with the correct form of the verbs in brackets.

Today many people have what is known as a portfolio career. The advantage for most people is that by (1) \_\_\_\_\_ (work) for a variety of employers or clients, no one of them has complete power over you. Many people are working on several individual projects at any one time in a bid (2) \_\_\_\_\_ (survive). But a (3) \_\_\_\_\_ (grow) numbers of professionals are choosing to set up as portfolio workers, (4) \_\_\_\_\_ (rely) on a series of 'gigs' rather than a job for life. However, it is not roses all the way as a freelancer's life can be uncertain, working three times as hard for the same money as a salaried employee, not (5) \_\_\_\_\_ (get) any holiday pay or pension. Unless you are good at (6) \_\_\_\_\_ (sell) yourself to potential clients and don't mind the insecurity of not (7) \_\_\_\_\_ (know) where the next pay cheque is coming from, then this kind of work is not for you. However, some people really enjoy the challenge of (8) \_\_\_\_\_ (work) under pressure. In the portfolio world of work there is a zero-tolerance attitude to (9) \_\_\_\_\_ (be) late. Fail once and you'll never be given work from that source again. But what you do get is the freedom (10) \_\_\_\_\_ (pick) and choose to work at a time to suit you.

### VOCABULARY

A Choose the best words to complete these sentences.

- 11 Many people \_\_\_\_\_ several different jobs these days.  
a) bid b) juggle c) graft d) work
- 12 Hi-tech and education services are two of the sectors known as \_\_\_\_\_ industries.  
a) one-off b) high-value c) work-life d) part-time
- 13 One person interviewed about portfolio careers, painted a very \_\_\_\_\_ picture of a freelancer's life. She was very disillusioned.  
a) lucrative b) complicated c) faint d) bleak
- 14 He's been working on bits and \_\_\_\_\_ this week.  
a) parts b) sections c) pieces d) things
- 15 I would say that this kind of job isn't for the \_\_\_\_\_. You have to be pretty tough.  
a) freedom b) fainthearted c) responsible d) technical

**B Complete the sentences with the correct form of the words in brackets.**

- 16 While his commitment to the job was obvious, he wasn't as \_\_\_\_\_ (dispense) as he thought.
- 17 Their \_\_\_\_\_ (responsible) led to the collapse of the bank.
- 18 My job is particularly \_\_\_\_\_ (reward) in terms of the satisfaction I get from it.
- 19 The high \_\_\_\_\_ (employ) figures are very worrying for the current government.
- 20 I find the \_\_\_\_\_ (predict) of a 9-to-5 job very disheartening. Every day seems to be the same.

**SKILLS**

**A Match the expressions to their use (a–c). You will need to use some expressions more than once.**

- a) paraphrase and summarise
- b) show understanding
- c) encourage someone to keep talking
- 21 You sound as if you're disappointed. \_\_\_\_\_
- 22 So what you're saying is ... \_\_\_\_\_
- 23 I appreciate how you feel, Philip. \_\_\_\_\_
- 24 I'm listening. Please go on. \_\_\_\_\_
- 25 So, your point is that the schedule is unrealistic. Is that it? \_\_\_\_\_

**B Complete the notes about avoiding conflict when writing e-mails with the correct words. The first letter is given.**

Points to remember:

- 26 Don't always believe your first i \_\_\_\_\_.
- 27 Think about other possible i \_\_\_\_\_.
- 28 Think how your message could be misunderstood and c \_\_\_\_\_ what you mean.
- 29 Ask open, n \_\_\_\_\_ questions if you want to find out something.
- 30 Don't write questions such as 'How could you p \_\_\_\_\_ charge us twice for the wrong goods? It's totally unacceptable.'