

Page 16 Action plan**Follow the exam instructions, using the advice to help you.**

For questions 9–16, read the text below and think of the word which best fits each gap. Use only **one** word in each gap. There is an example at the beginning (0).

Write your answers **IN CAPITAL LETTERS** on the separate answer sheet.

Example: **0** **O R D E R**

Employing an intern

Interns are typically graduates who come to work in a business for a short time in (0) to gain experience. (9) done right, the arrangement can work well for both the intern and the business. So here's (10) to do it right.

Above all, you need to think carefully about what you want to gain from employing an intern. Your priority might be to create stronger ties (11) your local community, for example, or to provide a way of getting young ideas into the business – (12) it is, you need to have a clear vision from the outset.

Then you need to give careful thought (13) the recruitment process. (14) the fact that an intern may only be with you for a short time, they will still be privy to the innermost workings (15) your business, so you should take the time to choose carefully. You need to find someone (16) qualities match those you would look for in a permanent employee.

Advice

9 You need a conjunction here. There are two possibilities, but you must only write one of these.

10 You need a connector that conveys the idea of 'the way in which'.

11 The preposition you need here is often used with synonyms of 'ties' like 'connections', 'links' and 'associations'.

12 This is one word that means 'no matter what'.

13 Read the whole phrase, not just the previous word, before deciding which preposition you need here.

14 The word you need is part of a connecting phrase that has the same meaning as 'although'.

15 You are looking for the right preposition here.

16 Which relative pronoun would make this sentence hang together?