

Unit Test (Unit 4)

A Choose the correct answer, A, B or C.

- The match ends at ten o'clock, so they _____ be home by eleven.
A. would B. have C. should
- New York is a very popular holiday destination, so you _____ to book your ticket as soon as possible.
A. must B. ought C. could
- It's not my _____ to prepare the documents for the printer.
A. charge B. work C. responsibility
- Many people have been forced to take a second job in order to _____ a living.
A. make B. take C. have
- 'Sir, excuse me, I'm afraid you _____ smoke here! You should go outside!'
A. don't have to B. mustn't C. must
- He was tired of doing clerical work, and dreamed of a job that was less _____ and more exciting.
A. monotonous B. profitable C. skilled
- If I _____ go anywhere in the world, I would go to Australia.
A. should B. could C. may
- After Jane got the _____, she was able to start saving money to buy a house.
A. perk B. promotion C. employment
- Jim _____ go to the cinema with you because he hasn't finished his homework yet.
A. wouldn't B. couldn't C. can't
- Before you _____ for the position, you should make sure you have all the necessary qualifications.
A. apply B. make C. resume

score 10

B Read the text below. For questions 1-5, think of a word which best fits the gap. Use only one word in each gap. The text tests your understanding of grammar. There is an example at the beginning (00).

The Perfect Interview

Whether you're just out of university applying for your first job or want to make a career change, job interviews (00) can be stressful. However, they don't (1) _____ to be. There are a few simple things that you can do that might help you get the job you want.

The first thing you ought (2) _____ do before going to an interview is research. You should find out about the company and, if you know the name of the person who will interview you, you should research them too. A quick search of the company's website, as well as social media sites, can provide you with a lot of useful information. The next step is practice. The interviewer will definitely ask about your education, previous work experience and skills, so you should (3) _____ able to answer these questions easily. Also, you (4) _____ better be ready to discuss any gaps in your CV or difficult past experiences which might paint a bad picture for you. For example, if you were sacked from your previous job, you should be honest about it, and then quickly move on to discuss what you learnt from the experience.

On the day of the interview, make sure to dress smartly. You may want to show your unique personality, but you should (5) _____ do it through the clothes you wear. It's always better to have a professional appearance. Finally, don't forget to ask questions about the responsibilities, salary and working conditions during the interview. The more interest you show, the more likely you are to get the job you want.

score 5

C You have recently graduated from university and are applying for a job as a tour guide. Write an email (100-120 words) of application in which you include the following points:

- say why you are writing, introduce yourself briefly
- provide information about your qualifications and skills
- say why you are suitable for the job
- begin like this: *Dear Sir/Madam,*

score 10

total score 25