

**Market Leader Pre-Intermediate**  
**Unit 1 CAREERS**

**A. Business Functions Fill-in-the-Blanks**

**Instructions:** Fill in the blanks with the correct words from the following word bank:

Production	Finance	Customer Service
Management	Research and Development	Human Resource
Sales and Marketing		

1. The \_\_\_\_\_ department is responsible for promoting products and increasing sales through advertising, promotions, and market analysis.
2. The \_\_\_\_\_ team handles budgeting, accounting, and the tracking of income and expenses.
3. The \_\_\_\_\_ department oversees the planning, organizing, and coordinating of business activities to ensure smooth operations.
4. Hiring, training, and employee relations are handled by the \_\_\_\_\_ department.
5. The \_\_\_\_\_ department focuses on turning raw materials into finished products efficiently and effectively.
6. New product innovation and improving existing products are the main responsibilities of \_\_\_\_\_.
7. The \_\_\_\_\_ team provides assistance and support to customers before, during, and after a purchase.

**B. Multiple Choice**

**Instructions:** Choose the correct word or phrase from the options to complete each sentence.

1. After ten years in finance, she decided to take a one-year \_\_\_\_\_ to travel and learn new skills.  
a) career plan                      b) career break                      c) career ladder

2. He's very \_\_\_\_\_ — he wants to become the CEO before he's 40.  
a) job seeker                      b) recruitment                      c) ambitious
3. Samsung offers excellent \_\_\_\_\_ for growth in the company, including training and promotion.  
a) career opportunities              b) faux pas                      c) work anti-social hours
4. A common \_\_\_\_\_ in business meetings is talking over someone or interrupting when someone else is speaking.  
a) make a fortune                      b) faux pas                      c) get ahead
5. She works in sales and \_\_\_\_\_ for every deal she closes.  
a) make a living                      b) earns commission                      c) gets a pension
6. After years of hard work, he finally began \_\_\_\_\_ in his research. Now he is in the final phase which will lead to the development of the vaccine.  
a) making progress                      b) work flexitime                      c) take a career break
7. Paul is trying to \_\_\_\_\_ by taking extra courses on business and networking with important people.  
a) make a living                      b) make a mistake                      c) get ahead
8. Her \_\_\_\_\_ includes starting as an intern and growing into a management role.  
a) career path                      b) job seeker                      c) career break
9. Many companies now offer employees the chance to \_\_\_\_\_ so they can choose their own hours.  
a) make progress                      b) work anti-social hours                      c) work flexitime
10. It's difficult to \_\_\_\_\_ as an artist. She doesn't earn much, but she enjoys her work.  
a) take early retirement                      b) make a living                      c) get a bonus

11. You can call Peter a \_\_\_\_\_. He is currently sending out his resume to several companies hoping to get hired.  
a) job seeker                      b) recruitment                      c) ambitious
12. Aside from \_\_\_\_\_ a nine-to-five job, she also \_\_\_\_\_ part-time work to earn enough to pay off her family's debts.  
a) making - makes  
b) working - bonus  
c) working - does
13. The HR team is in charge of the \_\_\_\_\_ process to find new employees.  
a) recruitment                      b) career break                      c) career ladder
14. He hopes to \_\_\_\_\_ in real estate and retire early.  
a) make progress                      b) make a fortune                      c) get a pension
15. The \_\_\_\_\_ includes moving from entry-level to senior-level roles.  
a) career ladder                      b) job seeker                      c) work anti-social hours
16. Nurses often have to \_\_\_\_\_, including nights and weekends.  
a) make a living                      b) get ahead                      c) work anti-social hours
17. It's important to have a clear \_\_\_\_\_ so you know what steps to take for your future job goals.  
a) career plan                      b) career break                      c) faux pas
18. At the end of the year, all employees \_\_\_\_\_ a huge bonus for their excellent performance.  
a) take  
b) get  
c) work