

## VOCABULARY

## 1 Read the sentences. Are the statements true or false?

1 Politicians cut and style people's hair. True False

2 Accountants teach practical subjects True False such as cooking or martial arts.

3 Journalists often work for a newspaper or a TV channel. True False

4 Biologists help to prepare food for other people. True False

5 Instructors work in politics. True False

SCORE: \_\_\_\_\_ /5

## 2 Choose the correct options to complete the text.

My sister, my father and I all work in the fashion industry. My father used to work as a(n) <sup>1</sup>instructor / journalist / biologist for an online news channel before he decided to change career completely. He left the news channel and trained to be a(n) <sup>2</sup>hairdresser / politician / accountant at a local salon. He spent two years learning how to cut hair and loves his new job. I work as a(n) <sup>3</sup>instructor / researcher / accountant for a big fashion company. I interview people and read lots of articles to find out what clothes people will buy in the future. My sister also works for a fashion company as a(n) <sup>4</sup>politician / biologist / admin assistant. She works in the office and spends a lot of time writing letters and emails, but she wants to do something more challenging. She's really good at maths and is interested in finance, so she wants to train to become a(n) <sup>5</sup>accountant / instructor / journalist in the future.

SCORE: \_\_\_\_\_ /5

## GRAMMAR

## 3 Complete the sentences with the present perfect or past simple form of the verbs in brackets.

1 How long \_\_\_\_\_ (you / have) your current job?

2 When \_\_\_\_\_ (he / send) you this email?

3 We \_\_\_\_\_ (start) this project several months ago.

4 I \_\_\_\_\_ (not / speak) to Damien since the meeting yesterday.

5 She \_\_\_\_\_ (work) in the same office for two years before moving to Paris.

SCORE: \_\_\_\_\_ /5

## 4 Choose the correct option to complete the dialogues.

1 A: Why is your hair wet?  
B: I've \_\_\_\_\_ been swimming.  
a just      b already      c yet

2 A: Do you want to try the new Thai restaurant?  
B: No, thanks. I've \_\_\_\_\_ been there. I went last week and it was very expensive.  
a just      b already      c yet

3 A: You look very happy.  
B: I am. I've \_\_\_\_\_ heard that I've got a new job!  
a just      b already      c yet

4 A: What are you doing in the summer holidays?  
B: I don't know. We haven't decided \_\_\_\_\_.  
a just      b already      c yet

5 A: Have you called your accountant \_\_\_\_?  
B: No, I haven't. I'll do it tomorrow.  
a just      b already      c yet

SCORE: \_\_\_\_\_ /5



**READING**

We have seen many changes to the traditional office environment recently. Futurists predict that flexible hours, with people working from home most days will increase in the future. People will use the office as a meeting place and a centre for company culture, where they will socialise and exchange ideas with their colleagues, while they will actually do the majority of their work at home. The technology already exists for people to attend meetings, share documents and hold conferences online, so the daily journey to the office will no longer be necessary.

Reduced numbers of employees in the office will mean that there is no need for one large office building based in a city. Instead, companies will join together to provide smaller 'hubs' in local towns, where employees can move from one desk to another, work alone or with others and also build relationships within the community. This will save money for companies as well as saving time for employees.

The traditional view of one career for life is also changing. Today, people are more likely to change jobs and learn new skills. As people move more from one job to another, companies will want to show that their workplace looks after their employees. They will focus not only on what their employees are doing, but also how they feel.

**Home vs office: the facts:**

45% of people who work from home say they love their job.

24% of people based in an office say they love their job.

66% of workers think they can achieve more when they work from home.

74% of workers say they prefer to work flexible hours.

**5 Read the text. For each question, choose the correct answer.**

1 Choose the best title for this article.

- a Working from home
- b The office of the future
- c How to choose your career

2 People who work flexible hours ...

- a work from home more often than they go into the office.
- b never go into the office.
- c won't be able to work in this way in the future.

3 Going into the office will be less important in the future because ...

- a people will be able to socialise at home.
- b people already have the technology to work from home.
- c people will never need to meet their colleagues in person.

4 Companies will save money in the future by ...

- a employing fewer people.
- b spending less on travel costs.
- c spending less on central offices.

5 Working from home ...

- a makes more people feel happy than working in an office.
- b means that people don't achieve a lot, but feel happier.
- c is less popular with most workers than working in an office.

SCORE: \_\_\_\_\_ /5



**6** Read the text again. Are the statements true or false?

1 Our workplaces have been the same for many years, but in the future they will change.	True	False
2 In the future, people will do less work because they will spend more time at home.	True	False
3 We already have technology that can help us to work from home.	True	False
4 Companies won't care about their employees in the future because people will move to different jobs more frequently.	True	False
5 Most people believe they work more efficiently when they are in an office.	True	False

SCORE: \_\_\_\_\_ /5

**LISTENING****7**  8.1 Listen to the podcast about how to become a journalist. Are the statements true or false?

1 You must have a university degree if you want to be a journalist.	True	False
2 An admin assistant job at a newspaper can help you learn more about journalism.	True	False
3 Writing for a community newspaper is a good way to earn some money while also practising your writing skills.	True	False
4 Writing your own blog means you can decide what you want to write about.	True	False
5 It's a good idea to take an online class, but only if you can get a qualification from it.	True	False

SCORE: \_\_\_\_\_ /5

**8**  8.1 Listen again. Complete the sentences with one or two words from the podcast.

1 The podcaster says that listeners could work as an admin assistant or a _____ at a newspaper or news channel.
2 It is important to practise your _____.
3 You can offer to write articles for a _____ or community newspaper.
4 If you write a blog, you should post articles every _____.
5 Online and evening classes give you the opportunity to meet future colleagues and _____.

SCORE: \_\_\_\_\_ /5



## WRITING

9 You see these job adverts on an English language website. Choose ONE of the jobs and write a short CV for it.

Admin assistant for busy library twelve hours per week.

Must be organized, reliable and good at communicating with customers.

Please send in your CV.

### Lunchtime assistant at primary school.

Hard-working person wanted to prepare and serve lunch at Craystone Primary School.

11:00-15:00, five days a week during term time.

Email us with a copy of your CV.

Include information about:

- your experience
- your education and qualifications
- your skills
- your hobbies and interests

**Write about 100 words.**

SCORE: \_\_\_\_\_ /10

**TOTAL MARKS, ALL SECTIONS:** \_\_\_\_\_ /50

END OF TEST