Task A:

Read the paragraph below and replace the bold phrases with the most appropriate word or phrase from the list.

wane, emergence, conductive, plummet, overheads, lend itself to, bound to

The contemporary corporate landscape is witnessing a dramatic shift. As traditional office spaces incur exorbitant **1. operational running costs**, many enterprises are opting for remote frameworks. The **2. arrival/appearance** of sophisticated communication tools has made working from anywhere far more viable. Consequently, enthusiasm for strict 9-to-5 models has begun to **3. gradually decrease**, while productivity in flexible environments continues to thrive. However, analysts warn that not every industry will **4. be suitable for** fully virtual setups.

1. **Answer:** _____
2. **Answer:** _____
3. **Answer:** _____
4. **Answer:** _____

Task B: Key Word Transformations

*Complete the second sentence so that it has a similar meaning to the first sentence, using the word given in **CAPITALS**. Do not change the word given. You must use between **three and six words**, including the word given.*

8. The sudden storm meant the researchers could not leave the island. **STRANDED**
   The sudden storm left _____ on the island.
9. It goes without saying that the new policy will benefit both management and staff equally. **WIN-WIN**
   The implementation of the new policy is clearly a _____ for everyone involved.
10. He had no idea that his comment would offend his supervisor. **UNAWARES**
    His supervisor's reaction to the comment caught _____.
11. She works continuously without taking any breaks to meet her deadlines. **CLOCK**
    She has been working _____ to ensure the project meets its deadline.
12. To make matters worse, the office heating broke down in the middle of January. **TOP**
    The train was delayed, and _____ off, the office heating broke down in January.

LIVEWORKSHEETS

Task C: Word Formation

1. Use the word given in capitals at the end of some of the lines to form a word that fits in the gap in the same line.

Creating a Sound Workplace Environment

Maintaining a healthy work-life balance is no longer a luxury; it has become the **13.** _____**(NORM)** in modern corporate culture. Employers who demand constant availability risk creating an atmosphere that is not **14.** _____ **(CONDUCE)** to long-term employee retention. Without proper support, workers left **15.** _____ **(SUPERVISE)** during high-stress projects may quickly suffer from burnout. Building strong **16.** _____ **(RAPPORT)** between management and staff is vital for sustained professional success.

2. Use the word given in capitals at the end of the line to form a word that fits in the gap.

17. Modern cloud systems have made remote operations highly _____. (**ADVANTAGE**)

18. The analyst's argument was built upon a fundamental _____ regarding labor statistics. (**MISCONCEIVE**)

19. Environmental factors can be extremely _____ to workplace focus. (**CONDUCE**)

20. Demonstrating high professional _____ is essential for executive promotions. (**COMPETENT**)

21. Social _____ can severely impact an individual's mental well-being over time. (**ISOLATE**)

22. The CEO expressed deep _____ at the success of the merger. (**DELIGHT**)

23. _____, the board was aware of the financial risks prior to signing. (**ADMIT**)

24. Diplomatic negotiations require extreme _____ and tact. (**DIPLOMAT**)

LIVEWORKSHEETS

Task D: Multiple-Choice Cloze (CPE Part 1 Style)

*Read the text below and decide which answer (**A**, **B**, **C**, or **D**) best fits each gap.*

The Modern Workplace Dilemma

As organizational structures adapt, many companies are abandoning traditional corporate **25.** _____ in favor of virtual environments. While working **26.** _____ affords staff greater **27.** _____, it can also cause employees to feel **28.** _____ off from their peers. Managers must remain vigilant; enthusiasm for remote models may **29.** _____ if staff are left **30.** _____ during high-pressure assignments. Creating a healthy culture is far from a **31.** _____, requiring constant effort to maintain a strong **32.** _____ between leadership and teams.

25. A) settings **B)** arrangements **C)** perspectives **D)** outcomes

26. A) remotely **B)** impersonally **C)** steady **D)** alike

27. A) commitment **B)** flexibility **C)** recruitment **D)** exposure

28. A) blurred **B)** cut **C)** redirected **D)** exploited

29. A) plummet **B)** reside **C)** wane **D)** wander

30. A) unused **B)** open-minded **C)** unsupervised **D)** occupational

31. A) win-win situation **B)** bed of roses **C)** school run **D)** night shift

32. A) rapport **B)** incentive **C)** output **D)** closure

Task E:

Replace the underlined phrases in the academic text below with the correct term from the box.

emergence | overheads | in all likelihood | coupled with | central | retain | job market | not-too-distant

33. The **arrival and growth** (_____) of artificial intelligence is reshaping the modern **employment landscape** (_____).

34. In the **near** (_____) future, companies that fail to control their fixed **business operating expenses** (_____) will struggle to survive.

35. High inflation, **combined with** (_____) changing consumer behavior, means that **most probably** (_____) several firms will face **closure**.

36. The **pivotal/most important** (_____) challenge for HR departments today is finding ways to **keep/hold onto** (_____) top talent.

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