



1) Read the text and choose the correct answer a, b or c.

I am writing to apply **1** the position of junior assistant as advertised on your website. In the future, I would like to follow a **2** in advertising. Working for an advertising agency such as yours has always been my dream.

As for my experience, for the past two years I **3** ads for our school paper. I have also read a few books about advertising **4**. I am a very creative and hard-working person, so I believe I am a **5** candidate for the position. I am also prepared to work **6** in the evenings or even at weekends, since I would like to learn as much as possible during the next two months.

<b>1</b> a to	<b>b</b> about	<b>c</b> for
<b>2</b> a job	<b>b</b> career	<b>c</b> work
<b>3</b> a have been preparing	<b>b</b> have prepared	<b>c</b> prepared
<b>4</b> a ever	<b>b</b> so far	<b>c</b> recently
<b>5</b> a responsible	<b>b</b> capable	<b>c</b> suitable
<b>6</b> a overtime	<b>b</b> full-time	<b>c</b> part-time

2) Choose the correct answers.

- 1 There have been many \_\_\_\_\_ people in our town since the local factory closed.  
a employer    b unemployed    c employ
- 2 Our nanny is paid \_\_\_\_\_.  
a week    b weekly    c weekends
- 3 Being a politician is very \_\_\_\_\_.  
a stressed    b stressing    c stressful
- 4 We only use modern \_\_\_\_\_ in our lab.  
a equip    b equipped    c equipment
- 5 I have an appointment with a careers \_\_\_\_\_ today.  
a council    b counselled    c counsellor
- 6 We always try to \_\_\_\_\_ our customers' needs.  
a satisfy    b satisfying    c satisfied
- 7 Stephen Hawking's book about black holes inspired me to become a \_\_\_\_\_.  
a physician    b physics    c physicist
- 8 What a \_\_\_\_\_ this project is! I can finally put my creativity to good use!  
a challenge    b challenged    c challenging

3) Complete the text with the correct form of the words below.

There are two extra words.

deal employ help think own success reward work

We've had a discussion about our future careers in my English class today, and I <sup>1</sup>\_\_\_\_\_ about it all day. Most of my classmates want to work for big corporations, but I'm not sure. I think that the <sup>2</sup>\_\_\_\_\_ of big companies are just helping to make somebody else rich. Also, I suppose the <sup>3</sup>\_\_\_\_\_ environment in such places can be very stressful. So maybe it's better to be self-employed, like my dad, who is the <sup>4</sup>\_\_\_\_\_ of a small logistics company? I know it's difficult these days to <sup>5</sup>\_\_\_\_\_ in business, but judging from my dad's experience, if you do, it is very <sup>6</sup>\_\_\_\_\_. But, on the other hand, there are so many things to worry about such as social insurance and taxes. So, I guess I still don't know.



4) Complete the sentences with the correct form of the words in brackets.

Add extra words where necessary. Use no more than five words.

- 1 Who \_\_\_\_\_ (be / charge) the project while I was away?
- 2 Mike \_\_\_\_\_ (do / good) the job interview that he's sure he'll get the job.
- 3 Thanks \_\_\_\_\_ (they / helpful / staff), our stay at the hotel has been very pleasant.  
What \_\_\_\_\_ (she / do) a living before she started working for the police?
- 5 When I entered the shop, my colleague \_\_\_\_\_ (just / deal) an angry customer.
- 6 'What kind of work \_\_\_\_\_ (you / look)?'  
'Ideally, I'd like a job that involves a lot of travel.'
- 7 This company \_\_\_\_\_ (never / lay off) many workers before.
- 8 He \_\_\_\_\_ (be / dissatisfied / salary), so he started looking for a new job.

5) Complete the second sentence so that it means the same as the first. Write no more than four words.

1 How does she earn money?

What does she do \_\_\_\_\_?

2 Craig started his own company in September.

Craig has been \_\_\_\_\_ September.

3 I got this position 3 weeks ago.

I \_\_\_\_\_ for three weeks.

4 Who is responsible for this project?

Who is in \_\_\_\_\_ this project?

5 I think I didn't enclose my CV in my application.

I can't remember \_\_\_\_\_ in my application.

