



Unit 8. THE WORLD OF WORK

LANGUAGE FOCUS

Phonetics

Stressed words (exceptions): stress on auxiliaries in some cases

I would have helped you if I could.

I wasn't used to the noise, but I am used to it now.

Grammar

Reported speech: Reporting orders, requests, offers, advice, instructions, ...

"Sit down and stop interrupting!"

→ *The woman told the boy to sit down and to stop interrupting.*

"Come on, children! Use your imagination as well as your knowledge!"

→ *The teacher encouraged the children to use their imagination as well as their knowledge.*

Vocabulary

Words and phrases related to the world of work:

Entrepreneur, apprentice, job advertisement, ...

I. Mark the letter A, B, C, or D to indicate the word whose underlined part differs from the other three in pronunciation in each of the following questions.

1. A. apprenticeship	B. importance	C. specialize	D. office
2. A. engineer	B. spreadsheet	C. employee	D. trainee
3. A. motivated	B. responsible	C. robot	D. approachable
4. A. baristas	B. managers	C. employers	D. applicants
5. A. administrator	B. applicable	C. candidate	D. academic

II. Mark the letter A, B, C or D to indicate the word that differs from the other three in the position of primary stress in each of the following questions.

1. A. unique	B. recruit	C. employ	D. shortlist
2. A. tuition	B. specialize	C. relevant	D. qualify
3. A. advertise	B. qualified	C. challenging	D. impressive
4. A. experience	B. curriculum	C. interviewer	D. certificate
5. A. qualification	B. university	C. opportunity	D. undergraduate

III. Mark the letter A, B, C, or D to indicate the underlined part that needs correction in each of the following sentences.

1. A secretary, typical known as personal assistant (PA) or an administrative assistant, has many administrative duties.

A B C D

2. Employers offer wages or a salary for the workers in exchange for the worker's work or labour.

A B C D

3. You can complain if you think you weren't successful because your treatment in the interview or application process is unfair.

D

4. You should learn about the application process that will really help your application stand out and hopefully get you through to the interview stage of the processing.

C D

5. The best way to get ready for an interview is to take the time to review the most common interview questions
A B C
you will mostly likely be asked.
D

IV. Mark the letter A, B, C or D to indicate the correct answer to each of the following sentences.

1. Students can apply ____ an apprenticeship while they are still at school.
A. for B. to C. on D. in
2. In general, the company receives hundreds of for a post they offer.
A. applies B. applications C. applicant D. applicability
3. To have the competitive advantage in the job market, students need to have developed their ____ throughout their time at university.
A. employs B. employable C. employment D. employability
4. One of the main reasons students choose to study at university is to enhance their career ____.
A. prospects B. chances C. advantages D. opportunities
5. Office staff need ____ desks and chairs to feel comfortable in their office space.
A. good-designing B. good-designed C. well-designing D. well-designed
6. All staffs are not allowed to use their personal mobile phones during ____ hours.
A. office B. official C. officer D. officer's
7. Students' interest is more likely to be maintained if they can see the relevance of their studies ____ their future careers and life beyond university.
A. with B. for C. to D. in
8. When students apply ____ a university, they consider their employability upon graduation from the university.
A. for B. to C. at D. in
9. Most jobs have a dress code, ____ you should adhere to.
A. what B. that C. which D. it
10. ____, but there's something about the perfect outfit that can really make you feel good at your workplace.
A. Not only is it fun to dress up B. It is not fun only to dress up
C. Not only it is fun to dress up D. Is it not only fun to dress up
11. ____ in a professional phone voice can be tough to get used to, especially if you're working for the first time.
A. To talk B. Talk C. Talking D. Talked
12. A LinkedIn profile is similar to a work resume, ____ you display your past education information, work experience, skills, current work position and profile picture.
A. which B. why C. when D. where
13. Travis, who oversees the cooking at this restaurant, started ____ with Backer, his grandfather, at the Chicken Coop when he was 19.
A. apprentice B. apprenticing C. apprenticeship D. apprenticeships
14. As usual, Mr. Jones' current ____ of dancers is diverse, attractive, strong and supple.
A. staff B. crew C. band D. group
15. In UK, if you're practising in someone else's car, you need to make sure their insurance policy covers you as a ____.
A. learner driver B. learn driver C. learning driver D. learned driver
16. Only 6 percent of American high school students ____ in a vocational course of study, according to a recent Department of Education report.
A. is enrolled B. are enrolled C. was enrolled D. were enrolled
17. The more professionally you practise at the workplace, ____ to create a positive reputation for yourself.
A. the better will be your chances B. the better your chances will be

V. Mark the letter A, B, C, or D to indicate the word(s) OPPOSITE in meaning to the underlined word(s) in each of the following sentences.

- Teenagers may have a few ideas about what jobs they want to do when they leave school. If so, it's important they learn more about them so they can make informed career decisions.
A. knowledgeable B. ignorant C. updated D. understandable
- One of the best ways to understand what a job is like, is to do it. Work experience is a great way to get a feel for what a job is all about.
A. to have an understanding about B. to touch with one's own hands
C. to have the faintest idea about D. to do something on purpose
- Most young people, independent as they seem, do not feel ready to make big decisions. They may feel immense pressure trying to decide what to do when they leave school.
A. strong B. great C. little D. tiny
- At the start of the course you will get a course overview explaining exactly what is expected of you.
A. a general review B. all the details C. a short description D. a brief summary
- The secret to remaining in the workforce is to be multi-skilled and to be able to transfer skills from one area of your life and work to another. Continue to learn new skills and keep your employer notified.
A. officially tell someone B. formally inform someone
C. make unknown to D. miscommunicate with

VI. Mark the letter A, B, C, or D to indicate the sentence that is closest in meaning to each of the following sentences.

1. He received a letter saying that his application has been rejected.
 - A. The letter he received said that his application had been rejected.
 - B. His application has been rejected by the letter he received.
 - C. It is said in the letter he received that his application has been rejected.
 - D. That his application has been rejected is why he received with the letter.
2. "Your application must be submitted before the end of the month," said the secretary to applicants.
 - A. The secretary told the applicants not to submit their application before the end of the month.
 - B. The secretary said that the application had to be submitted before the end of the month.
 - C. The secretary asked that the applicants submit their application before the end of the month.
 - D. The secretary reminded the applicants to submit their applications before the end of the month.
3. "Have your seat, please," said the interviewer to him.

A. The interviewer invited him to sit down.	B. The interviewer offers him a post.
C. The interviewer asked him where his seat was.	D. The interviewer left him a seat.
4. "Never leave any gap unfilled in your application form," the student consultant said.
 - A. The student consultant said he never left any gap unfilled in his application form.
 - B. The student consultant advised the students not to leave any gap unfilled in their application form.
 - C. The student consultant told the students to leave any gap unfilled in their application form.
 - D. The student consultant helped the students leave gap unfilled in their application form.
5. "You should learn about the company before you come for the interview," said the teacher to class.
 - A. The teacher suggested that the students learn about the company before coming for the interview.
 - B. The teacher asked the students to learn about the company before coming for the interview.
 - C. The teacher requested that the students learn about the company before coming for the interview.
 - D. The teacher warned the students to learn about the company before coming for the interview.

VII. Mark the letter A, B, C, or D to indicate the sentence that best combines each pair of sentences given.

1. It's a big company. It employs two hundred people.
 - A. It's a too big company for two-hundred people employed.
 - B. The company is too big to employ two hundred people.
 - C. Two hundred people are employed by the company.
 - D. The company is big enough to employ two hundred people.
2. Sam has a new job title and he gets a higher salary now. This means, she has been promoted.
 - A. Sam has a new job title and gets a higher salary now, which means she has been promoted.
 - B. Sam has been promoted because she has a new job title to get a higher salary now.
 - C. Getting a higher salary after having a new job title had made Sam promoted.
 - D. Having been promoted, Sam has a new job title and gets a higher salary now.
3. Ann can't use her office this week. The painters are working there.
 - A. Ann is not working at her office because the painters are working there.
 - B. Ann can't use her office this week because her office is being painted.
 - C. The painters who are working at Ann's office ask her out during the week.
 - D. The painters are using Ann's office this week as they are working there.
4. The company will read your CV and application letter. If it is interested in hiring you, you will be invited to an interview.
 - A. If the company, after having read your CV and application letter, is interested in hiring you, you will be invited to an interview.
 - B. If the company is interested in hiring you, your CV and application letter will be read and then you will be invited to an interview.

C. If the company invites you to an interview, it is interested in hiring you and reading your CV and application letter.

D. If the company reads your CV and application letter, it means it is interested in hiring you and inviting you to an interview.

5. We have mostly moved from an industrial-based economy to an information-based, service-work based world. People in the workplace have to adapt to changes on a daily basis.

A. Having mostly moved from an industrial-based economy to an information-based, service-work based world, people in the workplace have to adapt to changes on a daily basis.

B. We have mostly moved from an industrial-based economy to an information-based, service-work based world as people in the workplace adapt to changes on a daily basis.

C. That we have mostly moved from an industrial-based economy to an information-based, service-work based world makes people in the workplace adapt to changes on a daily basis.

D. After mostly moving from an industrial-based economy to an information-based, service-work based world, people in the workplace have to adapt to changes on a daily basis.

VIII. Read the following passage and mark the letter A, B, C, or D to indicate the correct word or phrase that best fits each of the numbered blanks.

Dear Sir or Madam,

I am sending you this letter of (1) ____, together with my CV, in view of the possibility of obtaining a job inside your company.

(2) ____ very well aware of the fact that you will choose the best, I would be honoured (3) ____ myself among them in order to occupy an intermediary position between your company and your clients.

Considering that my experience and my education are appropriate (4) ____ the job you could be offering and for the competence of your company, I decided to (5) ____ my CV to your attention.

I have a very high interest in becoming a competent person in a (6) ____ company (7) ____ experience, motivation and ambition will be proven to be the strongest points for the best interest of the company and for my future experience. You will find details (8) ____ my education, my (9) ____ experience and my skills in the attached CV.

I would be very glad with the opportunity of an interview, (10) ____ you consider it necessary and useful, in order to analyze the possibility of me being a part of the team.

For any explanations that will be necessary please do not hesitate to contact me at the following number: 0723.456.789

Yours faithfully,

George Airinei!

1. A. apply	B. applicability	C. applicant	D. application
2. A. Be	B. To be	C. Being	D. having been
3. A. to find	B. find	C. finding	D. found
4. A. with	B. for	C. to	D. in
5. A. submit	B. address	C. attract	D. draw
6. A. good-organizing	B. well-organizing	C. good-organizes	D. well-organized
7. A. that	B. which	C. where	D. what
8. A. concern	B. concerns	C. concerning	D. concerned
9. A. profession	B. professor	C. professing	D. professional
10. A. will	B. would	C. could	D. should

IX. Read the following passage and mark the letter A, B, C, or D to indicate the correct answer to each of the questions.

Social media can be a way of keeping in touch with people you already know, and can sometimes be used to expand your network. Some people limit who they will connect with using these sites. There are a

growing number of professional networking sites that will help you to expand your network. Following are some sites that can help expand your network:

Facebook - is a social networking site that connects people with friends and others who work, study and live around them. One third of employers check the Facebook page of **potential** candidates. Many people use Facebook for private use only, but employers also look at Facebook to get a broader understanding of the people they are considering hiring.

LinkedIn - strengthens and extends your existing network of trusted contacts. LinkedIn is a professional networking tool that helps you develop inside connections to a company or sector and is primarily used for professional jobs. On LinkedIn you create a professional profile, similar to a resume that includes employment history, education, and keywords and skills. You can invite people to join your network on LinkedIn or ask a mutual contact to introduce you to someone in your field. You can sign up for sector specific groups and add to the discussion to build your professional profile and develop a broader network. A Working Centre Employment Counsellor can help you to build your profile if you are having difficulty completing this task.

Additionally, you can tie your work on the internet into your professional profile. Create a website or blog where you discuss issues related to your profession. Tweet links to articles and events that others in your sector may find useful. You can **integrate** your blogging and tweeting with your LinkedIn profile to create a more prominent, professional online profile.

1. Which of the following statements is NOT true according to the passage?
 - A. Mass media is a helpful tool for people to expand their social network.
 - B. Facebook keeps people staying connected with friends and colleagues.
 - C. LinkedIn helps people develop and expand their professional connections.
 - D. Blogging and tweeting help generate a prominent, professional online profile.
2. The word "**potential**" in paragraph two is closest in meaning to _____.
 - A. likely
 - B. prospective
 - C. probable
 - D. unexplored
3. Which of the following statements is true according to the passage?
 - A. Facebook users can be able to find good jobs thanks to a broad circle of contacts.
 - B. LinkedIn users are of more professional contacts, helping them develop their profession.
 - C. Websites or blogs are the most convenient channels for internet users to stay connected.
 - D. Internet users should never place their personal information onto social networks.
4. Which of the following statements would be most likely to occur according to the passage?
 - A. One internet user can join and use more than one social network.
 - B. Internet users are very susceptible to the risk of unemployment.
 - C. Online professional profiles draw more attention from employers.
 - D. Companies can find their potential customers from social networks.
5. The word "**integrate**" in the last paragraph mostly means _____.
 - A. join
 - B. combine
 - C. merge
 - D. unite

X. Read the following passage and mark the letter A, B, C, or D to indicate the correct answer to each of the questions.

There is a natural balance to all things: life and death, good and bad, happiness and sadness, pleasure and pain. The very idea that you should focus on positives and ignore negatives, likewise with strengths versus weaknesses, is not only delusional; it's a **recipe for disaster**.

Let me tell you a couple of stories to show how dealing with reality as openly and genuinely as possible is the path to success and happiness, while focusing only on the positives and strengths can destroy your career and your company.

It's no secret that Steve Jobs was forced out of Apple in 1984 because his management style had become toxic to the company. Much later, Jobs would come to realize that getting fired from the company he cofounded "was the best thing that could have ever happened" to him. He called it "awful-tasting medicine" that "the patient needed." He also **likened** it to life hitting him in the head with a brick.

That forced Jobs to look in the mirror and see the truth - that he wasn't as capable or as strong a leader as he could be. And as he addressed the issues that stood in his way, the result was the founding of NeXT and Pixar, his eventual return to Apple, and the greatest turnaround in corporate history that built the most valuable company on Earth.

It's easy to miss the obvious connection staring us right in the face, that it wasn't just Apple that had hit a wall, fallen on hard times, and found itself in need of a turnaround. The same was true of Jobs. And there was an undeniable connection between **the two**.

It's also easy to miss the insightfulness of Jobs' realization that none of his later achievements would have occurred if he hadn't faced reality. That sort of introspection only comes from someone who's had some sort of intervention and gone through gut-wrenching change as a result.

Not to compare myself with Jobs, but the truth is I've gotten a couple of those **bricks** to the head myself. I've been fired more than once and lost my wife early in our marriage. But in every case I looked in the mirror, faced what I saw, made some changes, and bounced back stronger than ever.

If I'd just tried to stay positive, focused on my strengths, and searched for the silver lining in the clouds, I never would have figured out what was wrong and become a better person, a better husband, and a better leader. I never would have achieved so much in my career or won my wife back.

While life is full of ups and downs, one thing is certain: If you attempt to **filter your consciousness** and disallow negative thoughts or make believe the weaknesses holding you back don't exist, you'll never get past those hurdles and get to the next stage in your personal and professional development. And neither will your business.

1. What could be the best title for the passage?

A. Being Successful: Ignore the negatives. B. To Be Successful? Quit Being So Positive.
C. Being Successful: Facing with Disasters. D. To Be Successful? Stop Being So Negative.

2. The writer uses the phrase "**a recipe for disaster**" in paragraph 1 to stress that ____.

A. focusing on positives can make the worse become the worst
B. ignoring negatives can be the key to dealing with any problem
C. focusing on positives and ignoring negatives destroy the reality
D. ignoring negatives goes against the natural balance to all things

3. The word "**likened**" in paragraph 3 is closest in meaning to ____.

A. link B. associate C. compare D. relate

4. The writer uses the phrase "**the two**" in paragraph 5 to refer to ____.

A. strengths and weaknesses B. life and death
C. hard times and turnabouts D. happiness and sadness

5. The writer uses the "**bricks**" (as Steve Job did) in paragraph 6 to describe ____.

A. weaknesses he had at the times of being fired
B. hardships he faced with during his professional life
C. changes he led in order to make turnabouts
D. interventions he made in his own introspection

6. Which of the following statements is NOT true about Steve Job according to the passage?

A. He got fired from Apple because of his poor management style.
B. He founded NeXT and Pixar to be able to return to Apple.
C. He made Apple the most valuable company in the world.
D. He considered being fired from Apple the best lesson learnt.

7. What is true about the story teller when facing failures according to the passage?

A. He tried to stay positive to bounce back stronger.
B. He focused on his strengths as the motivation for turnabouts.
C. He looked into the way Steve Job did to find his own solution.
D. He examined the situation, making necessary changes to better.

8. It can be inferred from the passage that ____.

- A. Only when you admit the negative as part of your life, you can proceed.
- B. Positives and negatives can never go along with each other in reality.
- C. It's our weaknesses that save us in hardships and calamities.
- D. To earn happiness, one has to experience the feeling of sadness.

9. The phrase "filter your consciousness" in the last paragraph mostly means ____.

- A. release negative feelings from one's heart
- B. clear one's mind from worries
- C. push negative thoughts out of one's mind
- D. stay away from possible dangers

10. The tone of the passage is ____.

- A. informative
- B. preventive
- C. persuasive
- D. argumentative

Read the following passage and mark the letter A, B, C or D to indicate the correct word or phrase that best fits each of the numbered blanks.

CRITICISM

It can take a long time to become successful in your chosen field, however (106) ____ you are. One thing you have to be (107) ____ of is that you will face criticism along the way. The world is full of people who would rather say something negative than positive. If you've made up your (108) ____ to achieve a certain goal, such as writing a novel, don't let the negative criticism of others (109) ____ you from reaching your target, and let constructive criticism have positive (110) ____ on your work. If someone says you're totally (111) ____ in talent, ignore them. That's negative criticism. If, however, someone (112) ____ you to revise your work and gives you good reasons for doing so, you should (113) ____ their suggestions carefully. There are many film stars who were once out of (114) _____. There are many famous novelists who made a complete (115) ____ of their first novel - or who didn't, but had to (116) ____ approaching hundreds of publishers before they could get it published. Being successful does depend on luck, to a certain extent. But things are more likely to (117) ____ well if you persevere and stay positive.

106. A. talented	B. invested	C. mixed	D. workable
107. A. alert	B. clever	C. intelligent	D. aware
108. A. mind	B. brain	C. thought	D. idea
109. A. cease	B. remove	C. avoid	D. prevent
110. A. outcome	B. result	C. effect	D. consequence
111. A. lacking	B. short	C. missing	D. absent
112. A. suggests	B. advises	C. proposes	D. explains
113. A. think	B. consider	C. look round	D. take
114. A. career	B. business	C. job	D. work
115. A. mess	B. rubbish	C. trash	D. garbage
116. A. put off	B. bank on	C. keep on	D. drop in on
117. A. turn out	B. come into	C. deal with	D. sail through

