

Name:

Class:

Student's number:

**Vocabulary:**

**Translate the following words into Arabic:**

No.	Word	Translation	No.	Word	Translation
1	Mood		5	Informal	
2	A shoulder to cry on		6	Dissolve	
3	Encourage		7	Mingle	
4	Relationship				

**Choose the correct meaning.**

1. When someone says, "I need a shoulder to cry on", it means :

- a. he/she is someone who needs help and comfort from you when he/she is going through bad situations and feels down.
- b. he/she needs someone with big shoulders, who is strong and helpful.
- c. he/she might make you cry.

2. mood:

- a. the clothes you wear.
- b. the situation around you.
- c. the feelings and emotions you have at a certain moment (for example: happy, bored etc).

3. mingle:

- a. to mix with others socially (at dinners, parties etc).
- b. to talk about people.
- c. to meet new people.

4. encourage:

- a. to assist someone in doing something.
- b. to stop someone from doing something.
- c. to help someone do something by telling them positive things and making it easier for them.

5. dissolve :

- a. mix
- b. slowly end
- c. start

6. informal:

- a. casual
- b. ready
- c. formal

7. The link between two or more people (for example, siblings, family, friends, colleagues etc) is a:

- a. friendship
- b. bond
- c. relationship

**Choose the correct spelling of the vocabulary words.**

- 1. ....: a. dissolve b. disolve c. desolve
- 2. ....: a. mingel b. mingle c. mingal
- 3. ....: a. imformal b. informal c. enformal
- 4. ....: a. incourage b. encorage c. encourage
- 5. ....: a. mode b. mood c. moud
- 6. ....: a. relasionship b. relashionship c. relationship

From the words we have practiced, write the correct word to complete the sentences.

1. I'm going to the company dinner next week. I want to \_\_\_\_\_ with all the regional managers.  
a. dissolve                      b. mix                      c. mingle
2. When my father passed away, my friend was always there for me and made me feel better. She gave me \_\_\_\_\_.  
a. mean                      b. a shoulder to cry on                      c. a friend
3. The company \_\_\_\_\_ the employees to work hard. They give them so many bonuses after completing projects.  
a. encourages                      b. helps                      c. assists
4. After I heard about Ali getting fired, I was in a very bad \_\_\_\_\_. I didn't want to talk to anyone!  
a. mood                      b. feeling                      c. mode
5. The meeting next week is \_\_\_\_\_. You don't need to wear a suit as we're going to meet in a coffee shop.  
a. informal                      b. formal                      c. official
6. Abeer and Salma have been friends for over 15 years. They talk every day and they have a very strong \_\_\_\_\_.  
a. friend                      b. relationship                      c. tie

### Reading:

We spend more time with our colleagues than with our family. Slowly we learn to read their moods and habits. We know when they need to be left alone and when they need a helping hand or a shoulder to cry on. Some of the deepest relationships are formed at work.

You work at the same place, so you share a common interest. You often face the same problem and deal with similar situations. It's often difficult to discuss workplace troubles with your family. They don't know what it's like. They have their own problems to deal with at work, you can't really expect them to understand yours.

A colleague can help you a lot with a quick chat during lunch break. They will act as an outlet for your complaints and problems.

Sometimes, a good friend needs a shoulder to cry on and a sounding board for his/her ideas and initiatives. You can be the sensible voice in situations when he/ she would make a silly hot headed step. You can be the reason for them to get up in the morning. Perhaps, that coffee you share first thing, is the most valuable part of the day. Many people, who have friends at work, often say that they stay on, even when they are not very satisfied with their jobs.

A workplace, that encourages informal interaction between colleagues, is likely to be more successful at keeping staff loyalty than one where employers try to keep employees apart and limit relationships to the purely professional.

Workplace friendships, of course, have their downsides. Sometimes, friendships dissolve and then it becomes very difficult to maintain a professional relationship.

Sometimes, staying on at a job because of a friend, becomes a sort of sacrifice and it leads to estrangement and conflict.



In all, having friends at work is an important social experience, one that should be encouraged and employees should be provided with opportunities to mingle, share and learn from each other.

**Choose the correct answer.**

1. The writer thinks? :

- a. social relationships at work are important and useful.
- b. office relationships are bad and cause problems and shouldn't be allowed.
- c. friends are better at work.

2. Why do you know your colleagues' moods and habits? :

- a. because we can check it in their CV.
- b. because we spend so much time with them.
- c. because they are always in the same mood.

3. It's difficult to talk about work problems with your family because:

- a. they will always give you bad advice.
- b. they don't know your workplace.
- c. they may not understand the situation you're in and the people involved.

4. According to the text:

- a. there are more positive sides than negative sides to office relationships and friendships.
- b. there are more negative sides than positive sides to office relationships and friendships.
- c. you should only have one friend at work.

**Read the statements about the reading text. Choose True or False.**

- 1. According to the text, we spend more time at home than work.
- 2. According to the text, colleagues shouldn't help you with problems during lunch break.
- 3. People who have good friends at work, sometimes stay at the company despite being unhappy because of their friendships.
- 4. Companies, who limit relationships at work, have more loyal employees.
- 5. The downside to having friendships at work, is that if they end, it feels uncomfortable to see your friend every day at work.

**Choose the best endings to the sentences about the text.**

1. Because you work at the same place you...

- a. often have the same problems.
- b. often fight a lot.
- c. often travel together.

2. A quick chat over lunch break.

- a. gives you energy.
- b. helps you talk about your problems and issues at work.
- c. is not allowed in some companies.

3. Sometimes people stay at a job they don't like because of a friend and that can lead to.

- a. conflicts
- b. good things
- c. promotions

4. Social relationships at work are good because.

- a. they help colleagues do a better job.
- b. they make everyone more creative.
- c. they help colleagues to learn and share from each other.

## Read and listen

- Choose the correct form of the verb using might or am/is going to.

- Rewrite the verbs in brackets using the correct form of the verb (be). Remember (Be = is/are/am)

- Write the sentences correctly.

1. Use a capital letter at the beginning. End with a full stop and use contracted/ short forms.

1. the office/he/going to/is/manage: .....
2. arrange/are/they/going to/the meeting: .....
3. stop/he/smoking/is going to/: .....
4. we/to/are/order/going/another desk: .....
5. going/she/to/is/resign : .....

**Listening:****Choose the correct answer.**

1. This text is taken from: .....

- a. a TV Talk show.                      b. a Radio Talk show.                      c. a podcast.

2. All three guests have: .....

- a. the same opinions on workplace friendships.      b. different opinions on workplace friendships.  
c. varied opinions, two are the same and one is different.

3. The jobs of the speakers are: .....

- a. two managers and an employee.                      b. a manager, an employee and psychologist.  
c. two employees and a manager.

4. What happened at the end of the conversation? : .....

- a. one of the speakers considered changing his mind.      b. everyone held on to their opinion.  
c. nothing.

**Choose true or false for the following statements:**

1. Mr. Young encourages and supports workplace friendships.
2. Mr. Frank thinks office relationships are beneficial and helpful for the employees.
3. Ms. Smith doesn't have a clear opinion on the issue.
4. Mr. Frank and Ms. Smith didn't have a reply about how conflicts and problems can have a negative effect on the workplace.
5. The presenter of the show has the same opinion as Ms. Smith and Mr. Frank.

**Choose the correct word to complete the sentences about the text.**

1. Mr. Young has a company with \_\_\_\_\_ employees.:

- a. 20                      b. 12                      c. 33

2. Mr. Frank, the psychologist, said his opinion is based on. Answers:

- a. his own experience.                      b. research                      c. what other people told him.

3. Ms. Smith has always rejected other job offers because the atmosphere and \_\_\_\_\_ at her company mean a lot.

- a. salary                      b. people                      c. managers

4. Before this conversation, Mr. Young didn't know about. Answers:

- a. office problems.                      b. conflict management.                      c. friendship.

5. The radio presenter feels that his workplace is like his \_\_\_\_\_. Answers:

- a. playground.                      b. office.                      c. home.



Translate the following words into Arabic:

No.	Word	Translation	No.	Word	Translation
1	Phenomenon		5	Loyal	
2	Influence		6	Hierarchy	
3	Ethics		7	Environment	
4	Conclusions				

Choose the correct meaning.

1. Something that is remarkable because it's new and unusual is a...

- a. phenomenon                      b. miracle                      c. surprise

2. Someone who gives complete support to a certain person or side is...

- a. friendly                      b. loyal                      c. kind

3. Rules that everyone needs to follow in a certain field, for example at work, are...

- a. ethics                      b. systems                      c. traditions

4. A system in a government or company where people are ranked in levels from top to bottom is a...

- a. position                      b. hierarchy                      c. kingdom

5. To change the way someone thinks or does something is to...

- a. influence                      b. force                      c. argue

6. The surroundings around someone is called the...

- a. situation                      b. environment                      c. feeling

7. The final result of something is the...

- a. ending                      b. start                      c. conclusion

Choose the correct spelling of the words.

1. ....: a. enfluence                      b. influence                      c. invluence

2. ....: a. conclusion                      b. konclusion                      c. conclution

3. ....: a. invornment                      b. environment                      c. enfironment

4. ....: a. ethiks                      b. ethics                      c. etics

5. ....: a. louyal                      b. loyol                      c. loyal

6. ....: a. hierarcky                      b. higherarchy                      c. hierarchy

7. ....: a. fenomenon                      b. phinomenon                      c. phenomenon

Choose the correct part of speech for the following vocabulary words:

1. phenomenon: .....

2. conclusion : .....

3. to influence : .....

4. hierarchy: .....

5. ethics: .....

6. environment: .....

7. loyal: .....

**From the words we have practised, write a suitable word to complete these sentences.**

1. He has been working for this company for over 15 years. He didn't leave even when he got better salary offers from other companies. He's a \_\_\_\_\_ employee.
2. The \_\_\_\_\_ in the office is very friendly. Everyone says, "hello" and chats when they come in the morning.
3. Social media is a new \_\_\_\_\_. As soon as it appeared, everyone got addicted and started using it!
4. After all these calculations, the \_\_\_\_\_ in the end is that we shouldn't buy new furniture.
5. You have to have some work \_\_\_\_\_. You can't tell all the company secrets to your ex-manager.

**Choose the right order for the spoken statements in the radio conversation about office friendships. Write the letter for each statement.**

Example: 1. f

- .....A. The speaker then moved on to a supporter who was a psychologist.
- .....B. Before the conversation ended, there was a debate on the issue of conflict.
- .....C. Finally, the radio host himself talked about his own experience with the topic.
- .....D. It started with the manager of a small company who against the concept of office friendships.
- .....E. Following that, an employee spoke about her point of view and her support of office relationships.
- 1**.....F. The conversation included 4 different angles on the topic.
- .....G. As a result, the manager decided to reconsider his thoughts.