

DAY 48. PRACTICE TEST**Part 1. Vocabulary****Task 1**

Complete the text with the correct form of the words in brackets.

Up your game

As a leader you should be seeking to expand your (1) _____ (lead) repertoire, build high-(2) _____ (perform) teams and master (3) _____ (negotiate) skills.

It is imperative in a leadership role that you can communicate (4) _____ (effect). Excellent communication skills differentiate between a poor leader and an exceptional one.

The ability to work (5) _____ (collaborate) also becomes extremely important as you assume more (6) _____ (responsible). To get high performance from a team a leader needs to cultivate an environment of collaboration and trust (7) _____ (respect) of their title or position, (8) _____ (coordinate) efforts helps to solve problems and accomplish goals.

When (9) _____ (implement) new ideas, it is critical to build the confidence of employees, avoid (10) _____ (negative) to create a positive environment and use (11) _____ (recognise) as a (12) _____ (motivate).

Never (13) _____ (estimate) the need for a great leader, it's much more than just a title.

Task 2

Complete the gaps with one word only.

My first job interview

It (1) _____ said that a great CV gets you an interview and a successful interview gets you an offer. In my case it was my friend Tom (2) _____ got me the job. It was twenty years ago when I got made redundant and was in search of a job. (3) _____ sooner had I mentioned it to Tom (4) _____ he contacted me to give me details of a great job opportunity.

At first I didn't take it seriously. (5) _____ when I had seen the company website, (6) _____ I realise (7) _____ a great position it was. It had been a while (8) _____ I had a job interview so I did a lot of work to prepare. Even so, I was still very nervous on the day and (9) _____ did I know what would be waiting for me when I got there.

My voice was shaking and my hands were sweaty throughout the interview, but it went well. I (10) _____ get the job and twenty years on I am a senior manager working with a team of fifty people thanks to Tom. (11) _____ always amazes me is the amount of effort he puts in to help others but yet he hardly realises how important his support is to his friends.