

DAY 59: PRACTICE TEST

VOCABULARY: Complete the sentences with the correct form of the word in CAPITAL LETTERS.

0 You're working such long hours. Don't _____ overdo _____ it! **DO**

1. I feel so _____ at work. My boss never praises me. **VALUE**
2. This restaurant is _____ for what you get on the plate. **PRICE**
3. Graham Hill thinks that having less stuff brings more _____.
HAPPY
4. You can get great advice from lots of people by _____. **SOURCE**
5. In the summer, the light comes into my bedroom and I'm wide _____ by 5 a.m. **WAKE**
6. Remember to set your alarm clock. You don't want to _____.
SLEEP
7. We've been _____ throwing everything away. **RUTHLESS**
8. It's amazing how many physical objects can be _____ by computers these days. **DIGIT**
9. His _____ and creativity is amazing. **IMAGINE**
10. Don't _____ how important sleep is for the human mind.
ESTIMATE
11. Civil war broke out and made the country _____. **STABLE**
12. He was feeling very _____ before the performance. **NERVE**
13. There was a sudden _____ that everything was about to go wrong.
REALIZE
14. Can you give me some _____ with regard to those figures?
CLARIFY
15. It all began one _____ day in 1963. **FATE**
16. The audience weren't very _____ when the projector stopped working. **SYMPATHY**
17. Can you propose a _____ to this problem? **RESOLVE**
18. Everyone has a feeling of _____ and no one can make a decision.
CERTAIN
19. There's been a lot of _____ to your new idea. **OPPOSITE**
20. Your fingers and toes are your _____. **EXTREME**

GRAMMAR 1: Read the text and choose the word (A–D) which best fits each gap.

Recently I (0) B a TED Talk called *Less stuff, more happiness*. It (1) by a speaker called Graham Hill. He (2) architecture and design at university and since then he (3) himself to a lifestyle that doesn't harm the planet. One of this ideas is that we (4) with fewer things by editing our life. So I (5) to follow his advice with a few ideas of my own and I've had some success. Last week I gave all the clothes I (6) in six months to charity. While I (7) out the wardrobe, I also came across three pairs of shoes that I (8) even seen in ages! Now I (9) work on emptying my living room. I've already collected a pile of books together that I (10) to give away for years.

0 A watch	B watched	C 've watched	D had watched
1 A has given	B had given	C was given	D had been giving
2 A studies	B studied	C has studied	D was studying
3 A 's dedicated	B dedicated	C is dedicated	D had dedicated
4 A lived	B have lived	C are living	D can live
5 A try	B tried	C 've been trying	D was trying
6 A wasn't wearing	B haven't worn	C aren't wearing	D don't wear
7 A am clearing	B was clearing	C has been clearing	D had been clearing
8 A didn't have	B hasn't	C hadn't	D wasn't
9 A start	B 've started	C 've been starting	D had been starting
10 A mean	B was meant	C 'm meaning	D 'd been meaning

GRAMMAR 2: Complete the report with a suitable word in each gap.

In (0) a new survey, it seems that thousands (11) employees across Europe spend as much (12) a third of their working day not involved in work-related activities. In one of the widest ranging surveys of its kind, the results show that out of (13) three thousand employees in office jobs, (14) least two thirds said they spent an hour or (15) every day checking their personal emails or using the Internet for (16) other purpose. In such cases where employees regularly used the Internet for their work, one interviewee summed up the situation by saying, 'It's (17) of easy to be at work but looking at non-work related content at the same time.' More or (18) all of the employees in the survey suggested that the problem could be solved with clearer rules and guidelines being issued by employers on Internet and email use at work. In a follow-up survey of employers to gauge their responses to the results, (19) over three quarters (77%) said they weren't surprised by the findings and as (20) as 5% of employers said they had strategies in place to solve the problem.

READING: Read the text. For questions 36–45, in which part of the text (A–G) does the writer mention each of these approaches at work?

- 0 These people don't mind change and don't worry so much about the bigger picture. D
- 1 Tell them how your next plan might make money quickly. _____
- 2 It's also a good idea to recognize the thinking style of anyone who works with you. _____
- 3 Develop multiple thinking styles to improve your performance at work. _____
- 4 Don't let their natural disagreement make you feel you are in conflict. _____
- 5 Knowing how your boss thinks will make life easier. _____
- 6 Tell them how your next plan might benefit the whole planet. _____
- 7 They like a boss who explains the challenge and presents a solution. _____
- 8 Support your proposals with evidence of your research when talking to these kinds of thinkers. _____
- 9 The majority of employees think in two or more different ways. _____
- 10 These people would prefer to 'do' a task rather than read the background on it. _____

Five ways of thinking

A

In his book *Coping with Difficult Bosses*, the author Robert Bramson identifies five thinking styles. These are the ways in which we all think and the ways in which we approach problems most of the time. Bramson suggests that if you know what kind of thinker your boss is, then you will find it easier to work with him or her. Arguably, Bramson's five ways of thinking will also apply to anyone you have to work with such as a colleague or client so it's always useful to consider their way of thinking.

B

Synthesists

People who think like 'synthesists' tend to be creative and they often see the world in terms of opposites. So, when you say black, they will think white, when you say long, they will think short. If you work with someone who is like this, then Bramson suggests that you 'listen appreciatively to their speculation and don't confuse their arguing nature with resistance'.

C

Idealists

These second type of thinkers tend to set goals and challenging objectives. They have high standards. So, when discussing a project at work, you might want to emphasize how a project will help with achieving levels of quality or service or even helping the local community in some way.

D

Pragmatic thinkers

If you work with pragmatic thinkers, then they are likely to be more flexible people. They are

resourceful and will choose to find a solution with immediate results rather than worry so much about whether something will change the world. They like short-term objectives rather than grand plans. Naturally, they won't work so well with 'idealists' so the relationship between these two types of people will need managing carefully.

E

Analyst thinkers

Employees who prioritize the importance of accuracy, thoroughness and attention to detail are analyst thinkers. They are the people who gather data, measure it, categorize it and calculate the right answer to any problem you come up with. So, if you need to convince them of a plan, you will need to present a logical plan that is supported with evidence and data.

F

Realist thinkers

If you try to communicate with a 'realist thinker' as if he or she is an analyst thinker, you won't get very far. They tend to be people who like action and rely on their senses and emotions; they are much less interested in reading long lists of numbers or a written manual. On the other hand, if you present them with a definition of the problem and a plan of how to fix it, they will tend to follow your lead.

G

Of course, Bramson is not suggesting we are only one or the other. Most of us will tend to think with the characteristics of at least two of these thinking styles though it's likely that one is always dominant. And although we naturally tend towards one or another, it's worth trying to develop traits of all five thinking styles in your work in order to become a more rounded thinker.