

## UNIT 8: THE WORLD OF WORK

### VOCABULARY:

- academic /ˌækəˈdemɪk/ (a): học thuật, giỏi các môn học thuật
- administrator /ədˈmɪnɪstreɪtə(r)/ (n): nhân viên hành chính
- align /əˈlaɪn/ (v): tuân theo, phù hợp
- applicant /ˈæplɪkənt/ (n): người nộp đơn xin việc
- apply /əˈplaɪ/ (v): nộp đơn, đệ trình
- apprentice /əˈprentɪs/ (n): thực tập sinh, người học việc
- approachable /əˈprəʊtʃəbl/ (a): dễ gần, dễ tiếp cận
- articulate /ɑːˈtɪkjuleɪt/ (a): hoạt ngôn, nói năng lưu loát
- barista /bəˈrɪːstə/ (n): nhân viên làm việc trong quán cà phê
- candidate /ˈkændɪdət/ (n): ứng viên đã qua vòng sơ tuyển
- cluttered /ˈklʌtəd/ (a): lộn xộn, trông rối mắt
- compassionate /kəmˈpæʃənət/ (a): thông cảm, cảm thông
- colleague /ˈkɒliːg/ (n): đồng nghiệp
- covering letter /ˌkʌvərɪŋ ˈletə(r)/: thư xin việc
- dealership /ˈdiːləʃɪp/ (n): doanh nghiệp, kinh doanh
- demonstrate /ˈdemənstreɪt/ (v): thể hiện
- entrepreneur /ˌɒntrəprəʊˈnɜː(r)/ (n): nhà doanh nghiệp, người khởi nghiệp
- potential /pəˈtenʃl/ (a): tiềm năng
- prioritise /praɪˈɒrətaɪz/ (v): sắp xếp công việc hợp lý, ưu tiên việc quan trọng trước
- probation /prəˈbeɪʃn/ (n): sự thử việc, thời gian thử việc
- qualification /ˌkwɒlɪfɪˈkeɪʃn/ (n): trình độ chuyên môn bằng cấp
- recruit /rɪˈkruːt/ (v): tuyển dụng
- relevant /ˈreləvənt/ (a): thích hợp, phù hợp
- shortlist /ˈʃɔːtlɪst/ (v): sơ tuyển
- specialise /ˈspeʃəlaɪz/ (v): chuyên về lĩnh vực nào đó
- tailor /ˈteɪlə(r)/ (v): điều chỉnh cho phù hợp
- trailer /ˈtreɪlə(r)/ (n): xe móc, xe kéo
- tuition /tjuˈɪʃn/ (n): học phí
- unique /juˈniːk/ (a): đặc biệt, khác biệt, độc nhất
- well-spoken /ˌwel ˈspəʊkən/ (a): nói hay, nói với lời lẽ trau chuốt

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

Question 1: A. advertisement                      B. applicant                      C. candidate                      D. management

Question 2: A. relevant                      B. energetic                      C. enthusiastic                      D. engineer

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

Question 3: A. experience                      B. apprenticeship                      C. administration                      D. prioritize

Question 4: A. encourage                      B. interview                      C. graduate                      D. organize

Mark the letter A, B, C, or D on your answer sheet to indicate the correct answer to each of the following questions.

Question 5: The shop assistant finally agreed \_\_\_\_ a full refund.

- A. giving me                      B. to give me                      C. give to me                      D. to me to give

Question 6: The woman said she \_\_\_\_ in this company for over 20 years.

- A. has been working                      B. was working                      C. had been working                      D. works

Question 7: We complained \_\_\_\_ the manager \_\_\_\_ the poor service we received at the restaurant.

- A. on - about                      B. at - for                      C. with - of                      D. to - about

Question 8: Police are advising \_\_\_\_ away from the building.

- A. people to stay                      B. people staying                      C. people stay                      D. people will stay

**Question 9:** The lecturer recommended \_\_\_\_ a number of books before the exam.

- A. reading                      B. to read                      C. we reading                      D. to have read

**Question 10:** The boss \_\_\_\_ because he was always behind the deadlines.

- A. threatened to dismiss him                      B. suggested him to dismiss  
C. threatened him to dismiss                      D. promised him to dismiss

**Question 11:** Ellie asked Stan \_\_\_\_ to look at the new catalogue.

- A. did he want                      B. do you want                      C. whether he wants                      D. if he wanted

**Question 12:** When I last saw Carrie, she told me she \_\_\_\_ of applying for another job, but now she's changed her mind.

- A. thought                      B. is thinking                      C. was thinking                      D. has been thinking

**Question 13:** "What did Maria ask you?"

"She asked me \_\_\_\_ I had ever been abroad."

- A. that                      B. whether                      C. for                      D. About

**Question 14:** The old man warned the young boys \_\_\_\_ in the deep river.

- A. to swim                      B. not to swim                      C. don't swim                      D. against not swimming

**Question 15:** Stephen \_\_\_\_ me he'd bought that suit in a sale.

- A. said                      B. spoke                      C. told                      D. claimed

**Question 16:** They said they had got back \_\_\_\_.

- A. the following day                      B. the day after tomorrow                      C. the next day                      D. the previous day

**Question 17:** "\_\_\_\_," Paul reminded me.

- A. Don't forget to tailor your CV to match the job descriptions  
B. I would tailor your CV if you do not mind  
C. I remember to tailor the CV  
D. I remember tailoring your CV

**Question 18:** When I last saw Carrie, she told me she \_\_\_\_ of applying for another job, but now she's changed her mind.

- A. thought                      B. is thinking                      C. was thinking                      D. has been thinking

**Question 19:** Tammy responded \_\_\_\_ that at least she'd never lied to her parents.

- A. to say                      B. that she said                      C. by saying                      D. with having said

**Mark the letter A, B, C, or D on your answer sheet to indicate the word(s) CLOSEST in meaning to the underlined word(s) in each of the following questions.**

**Question 20:** Two employees have been sacked and 120 others face dismissal for joining earlier protests.

- A. recruitment                      B. redundancy                      C. employment                      D. application

**Question 21:** She has two degrees but she has only found a part-time, temporary job.

- A. permanent                      B. long-run                      C. stable                      D. short-term

**Mark the letter A, B, C, or D on your answer sheet to indicate the word(s) OPPOSITE in meaning to the underlined word(s) in each of the following questions.**

**Question 22:** I believe Mr. Brown is the most suitable candidate for the job as he has all the necessary qualifications.

- A. acceptable                      B. inappropriate                      C. tailor-made                      D. proper

**Question 23:** Previously financial matters were dealt with by qualified accountants, financial advisers.

- A. professional                      B. experienced                      C. incompetent                      D. skilled

**Mark the letter A, B, C, or D on your answer sheet to indicate the sentence that best completes each of the following exchanges.**

**Question 24:** "Hello, may I speak to the manager please?" "\_\_\_\_"

- A. No, you may not.                      B. That's OK.                      C. Hold on, please                      D. You're welcome.

**Question 25:** "Could you pick me up before 4 p.m?" "\_\_\_\_ I'll be still working then."

- A. I hope so.                      B. Yes, I could.                      C. I'm afraid I can't.                      D. Yes, of course.

**Read the following passage and mark the letter A, B, C, or D on your answer sheet to indicate the correct word or phrase that best fits each of the numbered blanks from 26 to 30.**

#### A MORE COMMERCIAL TUNE



Roger Press, 40, has changed his career. After spending five years as a concert pianist he has gone into business, recently (26) \_\_\_\_\_ up his own company. "After leaving university I decided to (27) \_\_\_\_\_ myself to a career in music. I loved performing but it was very hard (28) \_\_\_\_\_. I played at concerts in Europe and America, made recordings and got good reviews. But after a while I felt I had gone as (29) \_\_\_\_\_ as I could. Unless you are one of the world's top pianists, it's difficult to earn a good (30) \_\_\_\_\_ and I wasn't one of the

**Question 26:** A. giving                      B. setting                      C. forming                      D. bringing

**Question 27:** A. devote                      B. take                      C. assign                      D. employ

**Question 28:** A. job                      B. effort                      C. work                      D. career

**Question 29:** A. soon                      B. often                      C. far                      D. much

**Question 30:** A. life                      B. living                      C. money                      D. payment

**Read the following passage and mark the letter A, B, C, or D on your answer sheet to indicate the correct answer to each of the questions from 31 to 35.**

### INTERNET JOBS

Contrary to popular belief, one does not have to be a trained programmer to work online. Of course, there are plenty of jobs available for people with high-tech computer skills, but the growth of new media has opened up a wide range of Internet career opportunities requiring only a minimal level of technical expertise. Probably one of the most well-known online job opportunities is the job of Webmaster. However, it is hard to define one basic job description for this position. The qualifications and responsibilities depend on what tasks a particular organization needs a Webmaster to perform.

To specify the job description of a Webmaster, one needs to **identify** the hardware and software the website the Webmaster will manage is running on. Different types of hardware and software require different skill sets to manage them. Another key factor is whether the website will be running internally or externally (renting shared space on the company servers). Finally, the responsibilities of a webmaster also depend on whether he or she will be working independently, or whether the firm will provide people to help. All of these factors need to be considered before one can create an accurate webmaster job description.

Webmaster is one type of Internet career requiring in-depth knowledge of the latest computer applications. However, there are also online jobs available for which traditional skills remain in high demand. Content jobs require excellent writing skills and a good sense of the web as a "new media".

The term "new media" is difficult to define because it compasses a constantly growing set of new technologies and skills. Specifically, it includes websites, email internet technology, CD-ROM, DVD, streaming audio and video, interactive multimedia presentations, e-books, digital music, computer illustration, video games, virtual reality, and computer artistry.

Additionally, many of today's Internet careers are becoming paid-by-the-job professions. With many companies having to downsize in tough economic times, the outsourcing and contracting of freelance workers online has become common business practice. The Internet provides an infinite pool of buyers from around the world with whom freelancers can contract their services. An added benefit to such their own country. online jobs is that freelancers are able to work on projects with companies outside

How much can a person make in these kinds of careers? As with many questions related to today's evolving technology, there is no simple answer. There are many companies willing to pay people with Internet skills salaries well over \$70,000 a year. Generally, webmasters start at about \$30,000 per year, but salaries can **vary** greatly. Freelance writers working online have been known to make between \$40,000 to \$70,000 a year.

**Question 31:** Which of the followings is true about the job of the freelance writers?

A. They may work with others in the company.

B. It is considered a "content" job.

C. They manage hardware and software.

D. They require in-depth knowledge of applications

**Question 32:** The word "**vary**" in paragraph 6 can be best replaced by \_\_\_\_.

A. decrease

B. change

C. differ

D. increase

**Question 33:** It can be inferred from the passage that \_\_\_\_.



- A. only skilled workers make good money.
- B. online workers can work full-time online.
- C. it is easy to become a webmaster.
- D. workers with limited computer skills cannot work online.

**Question 34:** What is the purpose of the passage?

- A. To inform people about the tasks and the roles of a webmaster.
- B. To inform people about employment related to the Internet.
- C. To inform people about the computer industry.
- D. To explain why webmasters make a lot of money.

**Question 35:** Which of the followings is not mentioned as part of the "new media"?

- A. Internet technology
- B. writing skills
- C. websites
- D. video games

**Read the following passage and mark the letter A, B, C, or D on your answer sheet to indicate the correct answer to each of the questions from 36 to 42.**

Telecommuting is some form of computer communication between employees' homes and offices. For employees whose job involve sitting at a terminal or word processor entering data or typing reports, the location of the computer is **of no consequence**. If the machine can communicate over telephone lines, when the work is completed, employees can dial the office computer and transmit the material to their employers. A recent survey in USA Today estimates that there are approximately 8.7 million telecommuters. But although the numbers are rising annually, the trend does not appear to be as significant as predicted when Business Week published "The Portable Executive" as its cover story a few years ago. Why hasn't telecommuting become more popular?

Clearly, change simply takes time. But in addition, there has been active resistance on the part of many managers. These executives claim that supervising the telecommuters in a large work force scattered across the country would be too difficult, or at least systems for managing **them** are not yet developed, thereby complicating the manager's responsibilities.

It is also true that employees who are given the option of telecommuting are **reluctant** to accept the opportunity. Most people feel that they need regular interaction with a group, and many are concerned that they will not have the same consideration for advancement if they are not more visible in the office setting. Some people feel that even when a space in their homes is set aside as a work area, they never really get away from the office.

**Question 36:** With which of the following topics is the passage primarily concerned?

- A. An overview of telecommuting
- B. The failure of telecommuting
- C. The advantages of telecommuting
- D. A definition of telecommuting

**Question 37:** How many Americans are involved in telecommuting?

- A. More than predicted in Business Week
- B. More than 8 million
- C. Fewer than last year
- D. Fewer than estimated in USA Today

**Question 38:** The phrase "**of no consequence**" means \_\_\_\_.

- A. of no use
- B. irrelevant
- C. of no good
- D. unimportant

**Question 39:** The author mentions all of the following as concerns of telecommuting EXCEPT \_\_\_\_.

- A. the opportunities for advancement
- B. the different system of supervision
- C. the lack of interaction with a group
- D. the work place is in the home

**Question 40:** The word "**them**" in the second paragraph refer to \_\_\_\_.

- A. telecommuters
- B. systems
- C. executives
- D. responsibilities

**Question 41:** The reason why telecommuting has not become popular is that the employees \_\_\_\_.

- A. need regular interaction with their families.
- B. are worried about the promotion if they are not seen at the office.
- C. feel that a work area in their home is away from the office.
- D. are ignorant of telecommuting.

**Question 42:** The word "**reluctant**" in paragraph 3 can best be replaced by \_\_\_\_.

- A. opposite
- B. willing
- C. hesitant
- D. typical

Mark the letter A, B, C, or D on your answer sheet to indicate the underlined part that needs correction in each of the following questions.

Question 43 John said the taxi driver to turn left at the first traffic lights.

A B C D

Question 44 Mary promised her boy friend that she would expect to see him next Wednesday.

A B C D

Question 45: He asked Lan how many people there are in her family.

A B C D

Mark the letter A, B, C, or D on your answer sheet to indicate the sentence that is closest in meaning to each of the following questions.

Question 46 The secretary said, "Sorry, I will never work on Sunday."

- A. The secretary promised not to work on Sunday.
- B. The secretary refused not to work on Sunday.
- C. The secretary reminded her boss to work on Sunday.
- D. The secretary refused to work on Sunday.

Question 48: "Joanna, please come to my office immediately," the boss said.

- A. The boss invited Joanna to come to his office immediately.
- B. The boss warned Joanna to come to his office immediately.
- C. The boss asked Joanna to come to his office immediately.
- D. The boss told Joanna please come to his office immediately.

Mark the letter A, B, C or D to choose the best sentence that can be made from the words given.

Question 49: I/ read/ advertisement/ post/ secretary/ company's website.

- A. I would like to read the advertisement for the post of a secretary on your company's website.
- B. I enjoy reading the advertisement for the post of a secretary on your company's website.
- C. I have just read the advertisement for the post of a secretary on your company's website.
- D. I read the advertisement which is looking for a post of a secretary on your company's website.

Question 50: I think/ I meet your requirements / I write/ apply for/ position.

- A. I think I must meet your requirements so that I am writing to apply for this position.
- B. Because I think I can meet your requirements so I am writing to apply for this position.
- C. As I think I can meet your requirements so I am writing to apply for this position.
- D. I think I can meet your requirements, therefore, I am writing to apply for this position