

REVISION UNIT 5

1- Match a word or phrase with a definition.

I'm off work for six months looking after my baby. _____

maternity leave

company car

I save £200 a month for when I am old. _____

paid holiday

flexible hours

As a sales rep, I need this to visit my customers. _____

annual bonus

pension scheme

2- COMPLETE THE WORDS

Unfortunately we cannot pay an annual b_____ this year.

I need to u_____ my CV before I apply for the job.

We have fifteen candidates on the s_____ for interviews.

My company gives six months of maternity l_____ if you have a baby.

We get s_____ childcare, which is very useful.

3-

Put the process of applying for a job in the correct order.

The candidate applies for the job.

The employer offers the candidate the job.

The candidate updates their CV.

The employer asks for the names of referees.

The candidate goes for an interview.

The candidate is shortlisted for interview.

The employer looks through the applications.

The employer advertises the position.

4- Complete these sentences with the present perfect form of the verbs in brackets.

1 I have given (give) two presentations this month.

2 I (not send) any e-mails today.

3 Khalid and Lucien jobs frequently? (change)

4 Magda (be) away on business all week.

5 you ever in Central Asia? (work)

5- Complete the telephone conversation with the correct form (past simple or present perfect) of the verbs in brackets.

Rose: Hi, Michelle. I'm calling about our advert for the post of personal assistant. Has anybody expressed (anybody / express)¹ any interest yet?

Michelle: Yes, it's all going very well. We (receive)² 31 applications so far and yesterday alone about ten people (phone)³ for further details of the job.

Rose: Excellent. So how many applicants (you / select)⁴?

Michelle: Well, I (start)⁵ working on the selection as soon as I (arrive)⁶ this morning. I'm afraid I (not / finish)⁷ yet, but I (already / select)⁸ eight candidates all with the right qualifications and experience.

Rose: Very good. (you / invite)⁹ them for interview yet?

Michelle: Well, no. I (think)¹⁰ you'd like to have a look at all the applications yourself first.

Rose: I won't be back in the office until Friday, I'm afraid, so just go ahead, Michelle. You know I trust you 100 per cent!

Michelle: Thanks. OK then. I'll finish selecting candidates.