

Unit Test 1

Answer all thirty questions. There is one mark per question.

VOCABULARY: CAREERS

1 Complete each of these sentences with the correct option.

- 1 Selim believed he deserved a _____, so he just asked his boss for one.
a) target b) progress c) promotion
- 2 It is useful to set your own goals and to think about the skills you need to _____ them.
a) reach b) make c) master
- 3 In many countries, there are very few career _____ for people without formal qualifications.
a) plans b) breaks c) opportunities
- 4 It is very inconvenient to have to work _____ when you have young children.
a) flexitime b) overtime c) time off
- 5 Anika attends lots of professional development seminars because she wants to _____ a career move.
a) take b) make c) earn
- 6 If you want to get _____ in your career, you have to have clear short- and long-term goals.
a) ahead b) progress c) the sack
- 7 'Bright Sparks' is an agency that helps school leavers _____ on a career plan.
a) offer b) decide c) take

- 8 It is not enough just to _____ your best; you need to have ambitions as well.
a) make b) work c) do
- 9 Sales representatives often earn a _____ in addition to their salary when they achieve their targets.
a) money b) living c) bonus
- 10 Multinationals often _____ their employees excellent career opportunities if they are willing to travel.
a) offer b) make c) take

2 Complete the sentences using the words in the box.

take / do / evaluate / master / make

- 11 Do not always wait for your boss to tell you how well you are doing. You also need to _____ your progress yourself.
- 12 Vladimir is hoping to _____ research in informatics.
- 13 Nandita's dream is to _____ a living as a public relations consultant.
- 14 Delegating tasks is an important skill to _____ ..
- 15 Max is only 52, but he would like to _____ early retirement.

LANGUAGE REVIEW: ABILITY, REQUESTS AND OFFERS

3 Complete these sentences with the appropriate form (positive or negative) of *can*, *could* or *would*.

- 16 Alex _____ speak Chinese, but he is planning to start learning next year.
- 17 Last year, our employees _____ use the new software, so we hired a consultant to teach them.
- 18 _____ you like to take a career break?

- 19 Naruto _____ get a promotion at GFS, so he wants to move to another company.
- 20 Do you think you _____ recommend one or two employment agencies?

SKILLS: TELEPHONING

4 Match each question 21–25 to the appropriate response a–e. Write your answers here:

21 _____ 22 _____ 23 _____ 24 _____ 25 _____

- 21 Could I speak to Mrs Zhang, please?
- 22 Can I take a message?
- 23 Who's calling, please?
- 24 Could you tell me what it's about?
- 25 Sorry. Could you say the second name again?
- a If you could just tell her that Imelda Reyes rang.
- b Well, I would like some information about the conference.
- c Sure. That's Loys. L—O—Y—S.
- d Just a moment, please. I'll put you through.
- e Dieter Enke, from LPL.

5 Complete the following phrases using the words in the box.

calling / catch / engaged / on / afraid

- 26 Hold _____, please. I'll connect you.
- 27 Sorry, I didn't _____ your first name.
- 28 I'm _____ there's no answer.
- 29 I'm _____ about the meeting tomorrow.
- 30 I can't get through. Their phone's always _____ .