

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

## StartUp3 Unit 10 Test

### PRONUNCIATION

#### A. Listen to the word. Choose the syllable that is stressed.

1. (Audio track: StartUp3\_Unit10\_Test\_01)

co-me-dy

2. (Audio track: StartUp3\_Unit10\_Test\_02)

me-di-tate

#### B. Listen to the speaker. Choose the sentence that you hear.

\_\_\_ 3. (Audio track: StartUp3\_Unit10\_Test\_03)

- a. I have communicated with my team members this morning.
- b. I've communicated with my team members this morning.

\_\_\_ 4. (Audio track: StartUp3\_Unit10\_Test\_04)

- a. Timothy has given a presentation in the meeting.
- b. Timothy's given a presentation in the meeting.

### GRAMMAR

#### A. Complete the tag question for each sentence.

5. The lunch room is closed, \_\_\_\_\_?

6. You don't know how to drive a truck, \_\_\_\_\_?

7. We've been here before, \_\_\_\_\_?

#### B. Complete each sentence with *for* or *since*.

8. I've worn glasses \_\_\_\_\_ my first year of school.

9. We've been here \_\_\_\_\_ about an hour.

10. That tree has stood there \_\_\_\_\_ over a hundred years.

**C. Complete each question with the present perfect form of the verb in parentheses.**

11. A: Why \_\_\_\_\_ (you / stay) so long in your current position?

B: The people in the department have been great to work with.

12. A: How \_\_\_\_\_ (technology / change) the way you work?

B: I can now carry my work with me wherever I go.

13. A: How long \_\_\_\_\_ (you / be interested in) this company?

B: I've wanted to interview for a job with your company maybe since last year.

**VOCABULARY**

**A. Complete the sentences with the correct word or phrase.**

- a. human resources
- b. candidates

- c. skill
- d. application

14. What kind of \_\_\_\_\_ do you have?

15. Please hand in your \_\_\_\_\_ by Friday.

16. How many \_\_\_\_\_ are there for the job?

**B. Complete the sentences with the correct phrase.**

- a. communicate with team members
- b. manage a team
- c. create a budget
- d. resolve a problem
- e. give a presentation

17. We should \_\_\_\_\_ so we know how much money we can use.

18. Our team is going to \_\_\_\_\_ about some new ideas we have.

19. My coworkers and I are trying to \_\_\_\_\_ that we have with our project.

**C. Complete the following sentences with the correct phrase.**

- a. stay focused
- b. think outside the box
- c. think critically

- d. show leadership
- e. work as a team

20. Try to \_\_\_\_\_ so we can have some new ideas.

21. We need to \_\_\_\_\_ so we can finish all our work.

22. It's important to \_\_\_\_\_ when you work with other people.

## CONVERSATION

### Complete the conversation with the correct sentences.

- a. I don't need anything right now.
- b. Sure! It was pretty easy.
- c. Please have a seat.
- d. I got here about five minutes ago.

23. A: Thanks for filling out the application for the part-time job.

B: \_\_\_\_\_.

A: We didn't keep you waiting too long, did we?

B: Oh, no. \_\_\_\_\_.

A: Great. Well, let's get started. There are just a couple of questions that I would like to ask.

### Complete the conversation with the correct sentences.

- a. What changes have you made since you became team leader?
- b. I started as a marketing assistant.
- c. The hardest thing has been to train thirty new employees in the last eight months.
- d. Problem solving can be tough, but it's a really important part of my job.
- e. I've worked there for about two and a half years.

24. A: Nice to meet you Alice. Tell us, how long have you been in your current position at Crossbridge?

B: \_\_\_\_\_.

A: OK, and you have been manager of your department for two years, right?

B: Yes, I became team leader six months after I took the job.

A: Very good. \_\_\_\_\_.

B: We've had to rearrange the schedule quite a bit. When I started, the team was half as big as it is now.

A: Wow. That's impressive. What has been the biggest challenge for you as a manager?

B: \_\_\_\_\_.

A: That is definitely tough, yes.

### Complete the conversation with the correct sentences.

- a. I've worked hard to manage my time better
- b. I found out what was going on
- c. I think of myself as part of a team
- d. I focus too much on the details

25. A: So Clem, what would you say are your strengths?

B: In my opinion, my biggest strength is my ability to build good relationships.

A: Can you give me an example?

B: Sure. I deal with conflict very well. \_\_\_\_\_, and I want that team to succeed.

A: That's interesting. Is there any work skill that you want to change? What have you done to change this?

B: When I am working on something, sometimes \_\_\_\_\_. I've learned that I need to think about the whole project and not just its parts.

## READING

Read the article and answer the questions.

### GET READY, GET SET AND GO!

You've spent hours searching online for a job. You found what seems to be the perfect position and sent your résumé and cover letter. You received a reply, and you're going to their office for an interview in a few days. You're feeling really nervous but you really want to be feeling confident and prepared, don't you?? Well, I'm here to help! Here are some things you can do to prepare for your next interview.



It is important to look relaxed and confident in an interview.

#### Learn about the Company

Before the interview, spend some time exploring the company website, blogs and social media accounts to learn about them and get a feel for the company culture. Review the organization's background and read about the products and services they are offering at the moment. When it is time for the interview, you want to know as much about the company as possible. You don't want to talk about a product that they haven't sold in years!

#### Understand the Job Role

It's also important to read the job description carefully and understand the role you are applying for. With a clear understanding of what the company is looking for, you can discuss how your skills fit the position. If the job description says that the right candidate has experience managing a team, be prepared for questions like, "How have you resolved problems within your team in the past? How do you prefer to communicate with your team members?" Review the interview questions that are often asked and be ready to answer them!

#### Ask Questions

The interviewer will ask you questions to learn about you and your skills. But, remember that you're interviewing the company, too. It's important to ask questions that will help you decide if this is the right job for you. As you are doing your research, write down the questions that you would like to ask about the position, the company and its culture. You can ask questions about who you'll report to and what projects you'll be working on, or more personal question about what the interviewer likes best about the company. Just try not to ask about money yet. Wait until they invite you back for a second interview and actually offer you the position.

26. Which statement best describes the main idea of this article?

- a. how to find the perfect job
- b. how to give career advice
- c. how to answer interview questions
- d. how to prepare for a job interview

27. According to the author, what question should you wait to ask about the job?

- a. how much you'll be paid
- b. who you'll report to
- c. the best things about the company
- d. the culture of the company

## WRITING

Complete the email with the correct phrases.

- a. Dear
- b. Sincerely
- c. This letter is to present myself as a candidate for the position.
- d. I have worked at BS1 Entertainment for four years

28. Dear Mr. Anderson,

I am writing in response to open management position with PCB Television. I believe I am a strong candidate for the position.

\_\_\_\_\_ . During that time, I managed a team of ten people.

I am a very detailed oriented person and I have strong interpersonal skills. I also love working as part of a team. Thank you for considering my application.

\_\_\_\_\_ ,

Calvin Junior