

Name and surname: _____

Grade: _____

1 Complete the sentences with the correct words. The first letters have been given.

1 Cecilia is a **l** _____ – she advises people on legal matters and represents them in court.

2 We were so disappointed with the restaurant service that we didn't give a **t** _____ to the waiter.

3 The **d** _____ for applications was set for next Monday. After that day no more applications will be accepted.

4 The new employees have to go through a **p** _____ period, during which the company decides if they are suitable for this job.

5 We need to call a **p** _____ to have our kitchen sink repaired.

6 Chris is a **f** _____. He writes articles for a few newspapers.

____/6

2 Translate the parts of the sentences in brackets into English.

1 We're looking for someone who can (працювати під тиском) _____.

2 What do your parents (заробляють) _____?

3 Emma is a senior manager in a big corporation and she (управляє/відповідає) _____ a large team of people.

4 Eric's decided to leave his job as there (не було жодних перспектив розвитку) _____ in the company.

5 This job sounds perfect for you – you really (маєш подати заяву про прийом на неї) _____.

6 My sister has three children, so she would like (працювати за половину ставки) _____ to have more time for her family.

7 Before you send your CV, make sure it (актуальне) _____.

____/7

3 Complete the text with the correct form of the words in brackets.

Garry was very excited that he would soon start working as a (1) _____ (journal) in one of the most popular newspaper in the country. There were over two hundred (2) _____ (apply), so he was really glad that they invited him for a job interview. The manager who interviewed him was impressed with his (3) _____ (qualify). She warned him, though, that at the beginning he would have to do rather simple and (4) _____ (repeat) tasks. She said that the job often involved working (5) _____ (time) or at the weekends. But Garry was ready for anything – he was fed up with being an (6) _____ (account) and he didn't want to be (7) _____ (employ), either.

____/7



4 Decide if the sentences are true (T) or false (F).

1 When something in the house breaks down, you should call a handyman to repair it.

T / F

2 Peter is very happy – he has a dead-end job.

T / F

3 An undemanding job involves little skill or effort.

T / F

4 A counsellor is the right person to turn to when you need help solving your personal problems.

T / F

5 An appraisal is a discussion about the profits and losses of a business.

T / F

___/5

5 Complete the sentences with the correct words. The first letters have been given.

1 After we'd checked in at the hotel, the **d**_____ helped us with our suitcases.

2 All employees have to pay some money into their **p**_____ **s**_____ to have some savings when they retire.

3 It is a good idea for the applicants to **c**_____ **o**_____ a new company and find out as much information as possible before their job interview.

4 Ian was so disappointed with his new job that he decided to **h**_____ in his **n**_____ and leave the company.

5 Doctors often work very long hours – they sometimes have to work at night and do the **g**_____ **s**_____.

___/5

TOTAL: ___ /20

EXTENDED

___ /30