



Choose the correct option

1. Skills and abilities that are relevant and helpful across different areas of life are called.....
 A transferable B soft C hard
2. A period of time when an employee is sent to work somewhere else, to increase the number of workers, to replace other workers, or to exchange experience or skills is called
 A business trip B secondment C advancement
3. When a company downsizes, it usually.....
 A makes staff redundant B takes on new staff C demotes its staff
4. An obstacle on employee's career path which impedes him to get ahead is called.....
 A job security B a glass ceiling C a sideways move
5. If an employee feels expandable, he doesn't have
 A hard skills B job security C work safety
6. If a company buys its competitor, it
 A takes it over B merges with it C destroys it
7. Which of the given options is not a synonym of perks?
 A incentives B fringe benefits C raises
8. When a company has some financial problems, it maysome employees.
 A fire B lay off C resign
9. When an employee hands in his notice, he wants to.....
 A dismiss B retire C resign
10. Which is a synonym of a compensation package?
 A incentives B remuneration C severance payment
11. Overwork can lead to if not spotted early.
 A burn-out B red tape C repetitive strain injury

12. it's when a manager provides his subordinates with some additional authority to motivate them.
A Empowerment B Remuneration C Promotion
13. Last month I was so now I have 5 subordinates. I have never managed staff before.
A demoted B promoted C laid off
14. She was headhunted by a foreign company so she arrived at the headquarters and
A dismissed B fired C resigned
15. Now I can afford this car because I had a..... last week.
A perk B rise C raise
16. When you always do tasks, you get bored very fast.
A manual B mental C menial
17. If you are sick and tired of your current job, soon you will think about.....
A retiring B handing in one's notice C getting sacked
18. As her job was really....., she felt that she was doing something really useful.
A rewarding B stimulating C lucrative
19. He climbed up the career ladder very fast because he knew how to..... up to his manager.
A sack B suck C sum
20. Employees who find it difficult to get the hang of the tasks which their managers give them have problems with..... skills.
A hard B soft C transferable
21. If you stretch yourself, you
A work hard B do many tasks simultaneously C improve your hard skills