

Name:

Test 1

## VOCABULARY

### 1 Choose the correct option a, b or c.

Sarah has a great 1 \_\_\_\_\_ attitude. She loves her job and is very 2 \_\_\_\_\_ about it. She is good at 3 \_\_\_\_\_ realistic goals for her team and is an excellent team 4 \_\_\_\_\_. She has a lot of 5 \_\_\_\_\_ as she is always honest, which her team likes. She is able to 6 \_\_\_\_\_ outside the box and uses 7 \_\_\_\_\_ thinking to solve problems. She gives her team quite a lot of 8 \_\_\_\_\_ so they are able to work on their own. However, she knows they will come to her if they have any problems. She shows 9 \_\_\_\_\_ to succeed in everything she does and she is 10 \_\_\_\_\_ in her ability to reach a senior position.

- |                   |               |                 |
|-------------------|---------------|-----------------|
| 1 a must          | b can-do      | c will          |
| 2 a passionate    | b ambitious   | c resourceful   |
| 3 a making        | b doing       | c setting       |
| 4 a colleague     | b partner     | c player        |
| 5 a integrity     | b flexibility | c adaptability  |
| 6 a plan          | b think       | c communicate   |
| 7 a serious       | b critical    | c reasonable    |
| 8 a goals         | b passion     | c independence  |
| 9 a determination | b attitude    | c communication |
| 10 a ambitious    | b confident   | c motivated     |

### 2 Complete the mini dialogues with one word.

1 A: I need to tell my manager about the problem.

B: Why \_\_\_\_\_ you speak to her tomorrow?

2 A: My boss always shouts at me.

B: Your boss \_\_\_\_\_ shout at you. It's wrong.

3 A: I don't know how to tell him that I broke the printer.

B: Why not \_\_\_\_\_ telling the truth? That's always best.

4 A: I can't understand this document.

B: You \_\_\_\_\_ to ask your colleague to explain it.

5 A: I've no idea what to do with these files.

B: You \_\_\_\_\_ give them to Jane. She might know what to do with them.

6 A: I can't find any good jobs.

B: How \_\_\_\_\_ sending your CV to the new company in town? I hear they're looking for staff.

7 A: I need some work experience.

B: You \_\_\_\_\_ try and get a work placement.

8 A: I don't really like my job.

B: \_\_\_\_\_ don't you look for another job?

9 A: Should I list all my hobbies on my CV?

B: You don't \_\_\_\_\_ to list all of them. Maybe one or two.

10 A: I'm not sure where to take our visitors to lunch.

B: You \_\_\_\_\_ to try that new restaurant in town.

## LISTENING

**3 You will hear eight short recordings twice. For questions 1–8 choose the correct answer.**

**1 What does Gordon think he's good at?**

a group work

b communication with people

c solving problems

**2 Which job is the company advertising?**



A

B

C

**3 What did John forget to put on his CV?**

a his problem-solving skills

b his internship experience

c his experience working in a team

**4 Where did the man find the documents?**



a

b

c

**5 Where did the woman find out about the job?**

a an online job site

b a colleague

c a library noticeboard

**6 How much will they pay for each office chair?**

€100

€130

€150

a

b

c

**7 Why didn't Suzanna get the job?**

a She wasn't enthusiastic enough. b She didn't have enough experience. c She had the wrong skillset.

**8 Why didn't the man accept the job offer?**

a The salary wasn't good enough. b The work didn't seem very interesting. c He didn't have the right skills.

## VOCABULARY

**4 Choose the correct option a, b or c.**

ReedYew is a furniture 1 \_\_\_\_\_ and is therefore in the 2 \_\_\_\_\_ sector. However, because it sells products worldwide to consumers, it is also part of the 3 \_\_\_\_\_ industry. The raw materials it uses come

from suppliers in the 4 \_\_\_\_\_ sector all over South America. This sector is concerned with the 5 \_\_\_\_\_ of materials, such as coal and oil. However, there have been problems with wood supplies because of poor weather conditions. These conditions have affected ReedYew's furniture 6 \_\_\_\_\_ so the company is now looking for new suppliers. In addition, ReedYew plans to expand overseas, so the supply situation is a big worry. And it is not their only concern: due to problems in the 7 \_\_\_\_\_ services industry, ReedYew cannot get a loan to expand. The services sector, or 8 \_\_\_\_\_ sector as it is also known, is currently going through a very difficult time due to other global issues. However, there is some good news. ReedYew has negotiated a big contract in the 9 \_\_\_\_\_ industry to supply furniture to a major hotel 10 \_\_\_\_\_.

- |                   |              |                  |
|-------------------|--------------|------------------|
| 1 a builder       | b maker      | c consumer       |
| 2 a primary       | b secondary  | c tertiary       |
| 3 a retail        | b services   | c manufacturing  |
| 4 a secondary     | b tertiary   | c primary        |
| 5 a construction  | b production | c extraction     |
| 6 a production    | b building   | c construction   |
| 7 a financial     | b commercial | c insurance      |
| 8 a primary       | b secondary  | c tertiary       |
| 9 a manufacturing | b tourism    | c transportation |
| 10 a line         | b agent      | c chain .        |

## GRAMMAR

### 2 Choose the correct option.

Emma **1 was not having / did not have** a very good day. She **2 gave / was giving** a presentation to the company's biggest customers when suddenly her computer **3 crashed / was crashing**. She **4 was trying / tried** to start the computer again when her boss **5 was coming / came** into the room. He **6 seemed / was seeming** worried. The customers **7 chatted / were chatting** to each other when one of them, an IT expert, **8 offered / was offering** to help Emma. While the customer **9 was working / worked** on the computer, Emma's boss **10 handed / was handing** her a piece of paper. It said: 'Make sure you get some orders before the customers leave. We've just lost a big contract'.

