

## TA12. U5. Reading 1

### Article 1: Flexible Work Schedules

Flexible work schedules have become increasingly popular as they allow employees to (1) \_\_\_\_\_ their personal and professional lives more effectively. Many companies now (2) \_\_\_\_\_ flexible working options to attract talented individuals who may prefer to work part-time or in (3) \_\_\_\_\_ arrangements. Employees often appreciate having control over their schedules, especially when dealing with stressful or (4) \_\_\_\_\_ tasks.

For those working in industries like hospitality or retail, shifts may vary significantly. A receptionist, for example, may have morning or evening (5) \_\_\_\_\_, depending on the employer's needs. Similarly, a babysitter might take on a casual or temporary role to help parents (6) \_\_\_\_\_ children during their busy hours.

In some cases, workers in these jobs might find their roles (7) \_\_\_\_\_, as dealing with clients or managing time effectively can be challenging. However, the experience gained through such positions often proves to be (8) \_\_\_\_\_. Skills such as time management, being organized, and maintaining a positive attitude are essential for career growth.

Companies often provide additional incentives, such as a (9) \_\_\_\_\_ for good performance, to encourage employees to stay committed to their roles. Ultimately, whether working on a casual or permanent basis, employees value opportunities to (10) \_\_\_\_\_ their professional skills.

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|----------------------|---------------|-------------------|----------------|
| 1. A. balance        | B. organize   | C. supervise      | D. concentrate |
| 2. A. endure         | B. employ     | C. submit         | D. offer       |
| 3. A. casual         | B. repetitive | C. unpaid         | D. stressful   |
| 4. A. organized      | B. rewarding  | C. repetitive     | D. flexible    |
| 5. A. qualifications | B. shifts     | C. wages          | D. references  |
| 6. A. look after     | B. resell     | C. supervise      | D. give up     |
| 7. A. well-paid      | B. stressful  | C. responsible    | D. available   |
| 8. A. repetitive     | B. rewarding  | C. unpaid         | D. temporary   |
| 9. A. qualification  | B. bonus      | C. apprenticeship | D. shift       |
| 10. A. apply for     | B. put up     | C. improve        | D. promote     |

### Article 2: Skills for Career Success

In today's job market, developing the right skills is essential to succeed. Employers look for candidates who are (1) \_\_\_\_\_ and enthusiastic about their work. While qualifications are important, having practical experience through an (2) \_\_\_\_\_ or part-time job can give candidates an edge.

A teaching assistant, for instance, must be patient and (3) \_\_\_\_\_ in supervising classroom activities. This role helps develop essential skills like time management and the ability to (4) \_\_\_\_\_ tasks efficiently. Similarly, a babysitter learns how to (5) \_\_\_\_\_ children while building trust with parents.

On-the-job training is another valuable way to gain experience. Workers often have to (6) \_\_\_\_\_ challenging tasks or deal with stressful situations, especially in customer-facing roles. For example, a receptionist must manage client expectations while staying calm under pressure.

Employers may also offer financial rewards, such as a (7) \_\_\_\_\_, to recognize outstanding performance. However, not all jobs are well-paid or permanent; some roles may be casual or (8) \_\_\_\_\_, offering little stability. Despite these challenges, such jobs can still be (9) \_\_\_\_\_ for those looking to improve their skills and grow professionally. Ultimately, a mix of qualifications, experience, and a positive attitude can help employees (10) \_\_\_\_\_ their career goals.

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|----------------------|------------------|-------------------|---------------|
| 1. A. organized      | B. responsible   | C. available      | D. flexible   |
| 2. A. reference      | B. qualification | C. apprenticeship | D. shift      |
| 3. A. hard-working   | B. stressful     | C. organized      | D. repetitive |
| 4. A. concentrate on | B. give up       | C. supervise      | D. balance    |
| 5. A. supervise      | B. look after    | C. employ         | D. put up     |
| 6. A. endure         | B. apply for     | C. resell         | D. promote    |
| 7. A. salary         | B. bonus         | C. qualification  | D. shift      |
| 8. A. unpaid         | B. rewarding     | C. responsible    | D. stressful  |
| 9. A. challenging    | B. rewarding     | C. temporary      | D. repetitive |
| 10. A. meet          | B. achieve       | C. improve        | D. balance    |