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.

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.

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

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LIVEWORKSHEETS