

My name is: \_\_\_\_\_

## WORKSHEET

Date:  
FFs4



Teacher's feedbacks

**Task 1: You will hear a teacher talking about school trip**

**Listen and write the words or a number.**

### SCHOOL TRIP

Day: Saturday

Visit:

21

Leave at:

22

Meet in:

23

Cost:

24

£

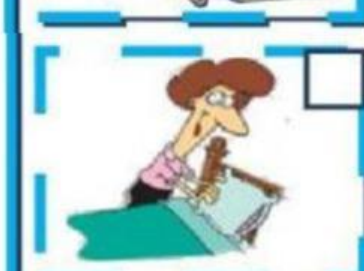
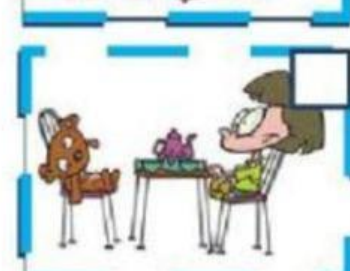
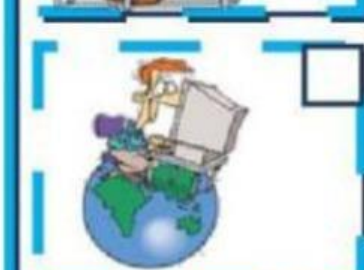
Bring:

25

## Task 2: Complete the sentences with DO or Make. Then write a number to the picture



1. Every weekend my dad \_\_\_\_\_ the housework together with my mum.
2. Katie has \_\_\_\_\_ some tea and invited her teddy to a tea party.
3. I wish our company had \_\_\_\_\_ progress in the fourth quarter of the year.
4. The surgeons of St. Patrick Hospital \_\_\_\_\_ five heart operations last week.
5. I've already \_\_\_\_\_ all the arrangements for the trip to London.
6. You could \_\_\_\_\_ a fortune if you sold all that stuff from the junk room.
7. The kids always \_\_\_\_\_ a mess when they play in the living room.
8. Rick will \_\_\_\_\_ a maths exam next Friday.
9. Thomas doesn't like \_\_\_\_\_ jigsaw puzzles.
10. Mrs. Nice has her nails \_\_\_\_\_ once a month.
11. Alicia is very sociable. She \_\_\_\_\_ friends easily.
12. Our company \_\_\_\_\_ a lot of business with foreign customers.
13. They've finally \_\_\_\_\_ an agreement that satisfies both sides.
14. We're planning to \_\_\_\_\_ a family journey to the seaside next summer.
15. My mum is \_\_\_\_\_ my bed today because I've overslept.
16. Pamela used to \_\_\_\_\_ gymnastics with her friends every week when she was a girl.
17. My uncle, Harry, \_\_\_\_\_ a very emotional speech at his daughter's wedding.
18. My cousin had to \_\_\_\_\_ his military service before he went to university.





**Task 3:Read the article below and write True or False:**

**GUIDELINES FOR WRITING YOUR CV**

A well-produced CV can make all the difference when applying for a job. It can take a reader just 30 seconds to reach a decision about a CV. So when writing a CV, you should remember you have just half a minute to gain the reader's interest, leave a clear impression of professionalism and indicate the likely benefit to an employer of hiring you. To prepare a CV which is effective will take time and possibly several drafts. Layout, presentation and a choice of words which demonstrate both responsibility and achievement are vital components of any CV. No matter how well your career background and skills match the needs of an employer, your efforts could fail if you make it difficult for the reader to take in the relevant information. As your message must register quickly, make the reader's task an easy one. Ensure that the print is well spaced and that the key information is displayed clearly. The purpose of the CV is to generate interviews. Visually, you want your CV to have a positive effect, but it is also necessary for it to convince the reader that you are worth meeting. The style in which you present your CV is a matter of personal choice, but it is important that you use words which suggest an active and successful career. People sometimes make the mistake of regarding a CV as a rewrite of their job description, which results in unnecessary jargon and detail. In addition, issues such as salary and reasons for leaving previous employers should not be included; they are best discussed at the first interview stage.

**Question:**

- 1 A reader spends a minute to reach a decision about a CV. \_\_\_\_\_
2. Layout, presentation and a choice of words are vital components of any CV. \_ \_\_\_\_\_
3. It's important to organize your CV so that it makes the reader's task an easy one. \_\_\_\_\_
- 4 The purpose of the CV is to get a job. \_\_\_\_\_
5. You should mention issues such as salary and reasons for leaving previous employers in your CV. \_\_\_\_\_