

Basic Audio English

Task 1: Gap-Filling Exercise

Fill in the blanks using the words from the list provided.

Duties	Graphic designer	Help yourself	Impressive	Great opportunity
I know this firm	Be natural	Biggest accomplishment	Weakness	Duties

1. I would love to work for this company because it is a _____ to learn new things.
2. When asked, „What is your _____,” I said that I sometimes take on too many tasks at once.
3. My job involves many _____, but I enjoy my work.
4. I used to work for this company, so yes, _____.
5. If you want some cake, please _____.
6. He is a _____ and the most talented one I know.
7. It is important to _____ be yourself and not pretend to be someone else in an interview.
8. I believe my _____ was designing a successful advertising campaign.
9. You should not take on too many _____, or you might feel overwhelmed.
10. When I heard about your success, I thought, „That’s _____!”

Task 2: Sentence Completion

Complete the sentences using the words from the list. Two expressions are not used.

responsible person	biggest accomplishment	duties
pressure	be natural, be yourself	Achievement
opportunity	work for this firm	the best
Several years	help yourself	computer graphics designer

1. I am a graduate _____, and I have worked in this industry for several years.
2. I used to _____, but now I work in another company.
3. I believe I am the best candidate because I know how to work under _____ and manage stress effectively.
4. If you want to succeed, you should never take on too many _____ at once.
5. I think my _____ was launching a successful project.
6. I enjoy working here because it gives me a great _____ to develop and learn new skills.
7. When asked about my strengths, I said that I am a very loyal and _____.
8. My friend is _____ graphic designer I know, and his creativity is amazing.
9. If you’re feeling hungry, _____ to some snacks.
10. I always try to _____ and stay true to myself in every situation.