

Market Leader Pre-Intermediate
Unit 1 CAREERS

A. Business Functions Fill-in-the-Blanks

Instructions: Fill in the blanks with the correct words from the following word bank:

Production	Finance	Customer Service
Management	Research and Development	Human Resource
Sales and Marketing		

1. The _____ department is responsible for promoting products and increasing sales through advertising, promotions, and market analysis.
2. The _____ team handles budgeting, accounting, and the tracking of income and expenses.
3. The _____ department oversees the planning, organizing, and coordinating of business activities to ensure smooth operations.
4. Hiring, training, and employee relations are handled by the _____ department.
5. The _____ department focuses on turning raw materials into finished products efficiently and effectively.
6. New product innovation and improving existing products are the main responsibilities of _____.
7. The _____ team provides assistance and support to customers before, during, and after a purchase.

B. Multiple Choice

Instructions: Choose the correct word or phrase from the options to complete each sentence.

1. After ten years in finance, she decided to take a one-year _____ to travel and learn new skills.
a) career plan b) career break c) career ladder

2. He's very _____ — he wants to become the CEO before he's 40.
a) job seeker b) recruitment c) ambitious
3. Samsung offers excellent _____ for growth in the company, including training and promotion.
a) career opportunities b) faux pas c) work anti-social hours
4. A common _____ in business meetings is talking over someone or interrupting when someone else is speaking.
a) make a fortune b) faux pas c) get ahead
5. She works in sales and _____ for every deal she closes.
a) make a living b) earns commission c) gets a pension
6. After years of hard work, he finally began _____ in his research. Now he is in the final phase which will lead to the development of the vaccine.
a) making progress b) work flexitime c) take a career break
7. Paul is trying to _____ by taking extra courses on business and networking with important people.
a) make a living b) make a mistake c) get ahead
8. Her _____ includes starting as an intern and growing into a management role.
a) career path b) job seeker c) career break
9. Many companies now offer employees the chance to _____ so they can choose their own hours.
a) make progress b) work anti-social hours c) work flexitime
10. It's difficult to _____ as an artist. She doesn't earn much, but she enjoys her work.
a) take early retirement b) make a living c) get a bonus

11. You can call Peter a _____. He is currently sending out his resume to several companies hoping to get hired.
a) job seeker b) recruitment c) ambitious
12. Aside from _____ a nine-to-five job, she also _____ part-time work to earn enough to pay off her family's debts.
a) making - makes
b) working - bonus
c) working - does
13. The HR team is in charge of the _____ process to find new employees.
a) recruitment b) career break c) career ladder
14. He hopes to _____ in real estate and retire early.
a) make progress b) make a fortune c) get a pension
15. The _____ includes moving from entry-level to senior-level roles.
a) career ladder b) job seeker c) work anti-social hours
16. Nurses often have to _____, including nights and weekends.
a) make a living b) get ahead c) work anti-social hours
17. It's important to have a clear _____ so you know what steps to take for your future job goals.
a) career plan b) career break c) faux pas
18. At the end of the year, all employees _____ a huge bonus for their excellent performance.
a) take
b) get
c) work