

Exercise 1: Mark the letter A, B, C, or D to indicate the word whose underlined part differs from the other three in pronunciation in each of the following questions.

1. A. enthusiastic B. qualification C. shift D. Overtime
 2. A. rewarding B. relevant C. stressful D. flexible

Exercise 2: Mark the letter A, B, C, or D to indicate the word that differs from the other three in the position of primary stress in each of the following questions.

3. A. bonus B. employ C. attend D. review
 4. A. accountant B. attendance C. hard-working D. supervise

Exercise 3: Mark the letter A, B, C, or D to indicate the correct answer to each of the following questions.

1. I realise that a rigid _____ schedule isn't suitable for me.
 A. responsible B. enthusiastic C. nine-to-five D. hard-working
 2. The company hopes to fill a _____ for the head of the development team.
 A. bonys B. vacancy C. wage D. Review
 3. Apprentices will be provided with valuable _____ training.
 A. on-the-job B. nine-to-five C. stressful D. Tiring
 4. Teaching young minds, though low-paid, can be a very _____ career for some.
 A. stressful B. challenging C. responsible D. Rewarding
 5. The store owner decided to increase the minimum _____ for workers to address concerns about living expenses.
 A. fare B. pension C. wage D. Fine
 6. As a leader, Sam is responsible for _____ his team's progress and ensuring that project deadlines are met.
 A. attending B. shifting C. employing D. Supervising
 7. He left school without formal qualifications, _____ he couldn't find a good job.
 A. but B. so C. or D. Yet
 8. Henry tried to hone his business English skills _____ he could enhance his employability.
 A. if B. though C. so that D. Moreover
 9. Working the night _____ at the hospital can be very tiring for some nurses.
 A. overtime B. shift C. bonus D. Qualification
 10. There's still a _____ for a customer service representative at the car repair shop.
 A. responsibility B. review C. wage D. Vacancy
 11. Recent recruits will undergo _____ training to acquaint themselves with company procedures.
 A. well-paid B. rewarding C. on-the-job D. Challenging
 12. Due to the increased demand, employees had to work _____ to meet the deadlines.
 A. qualification B. vacancy C. overtime D. Shift
 13. Automation is likely to _____ the loss of many manual jobs.
 A. give rise to B. wait on C. interfere with D. apply for
 14. Sarah prefers to find a(n) _____ job with a stable income.
 A. nine-to-five B. on-the-job C. ill-paid D. Tiring
 15. Those who have exceptional performance throughout the year will be awarded a year-end _____.
 A. overtime B. bonus C. duty D. Qualification

16. Candidates must have necessary _____ and at least two years of experience working as a sales representative.
 A. vacancies B. shifts C. reviews D. Qualifications
17. He found a well-paid job _____ he had no formal academic qualifications.
 A. though B. because C. unless D. If
18. Lucy was an outstanding employee, _____ she got a promotion.
 A. and B. but C. so D. Or
19. During your first week of probation, you will be _____ by one of our experienced managers.
 A. endured B. supervised C. waited D. Interfered
20. Voluntary work is often _____, but it equips you with essential life skills.
 A. adaptable B. patient C. unpaid D. well-paid
21. Henry is a _____ employee; he always tries to finish his tasks before deadlines.
 A. reliable B. demanding C. repetitive D. Stressful
22. _____ labourers who work outdoors often expose themselves to unpleasant weather conditions.
 A. Tiring B. Repetitive C. Organised D. Casual
23. Not only managers but also employees need to be _____ and able to quickly adjust to new conditions.
 A. unpaid B. organised C. confident D. Adaptable
24. The ability to _____ actually hinders your progress and overall performance.
 A. interfere B. multitask C. endure D. Demand
25. One of the _____ of working for this company is free access to the gym.
 A. perks B. responsibilities C. positions D. Apprenticeships
26. _____ you are proficient in Japanese, you will stand a better chance of getting the job.
 A. However B. Although C. While D. Because
27. My brother pursued higher education _____ he could get a better job.
 A. not only B. so that C. either D. even though

Exercise 4: Read the following advertisement / announcement and mark the letter A, B, C or D to indicate the correct option that best fits each of the numbered blanks

Task 1.

Join our team as a Mechanic!

- Experience (1) _____ automotive repair and maintenance
 - Proficiency in diagnosing and repairing various vehicle issues
 - (2) _____ certifications and a passion for problem-solving are a plus!
- Apply now to showcase your skills and grow in (3) _____ dynamic work environment.

1. A. on B. for C. in D. of
 2. A. Responsible B. Relevant C. Enthusiastic D. Challenging
 3. A. the B. an C. Ø (no article) D. a

- Heart-to-Heart Organisation is looking for four people to help at (4) _____ charity events. You will be greeting and talking to guests, and sorting donations. You need to be (5) _____, polite, and willing to work at weekends. This is an unpaid role, (6) _____ a great opportunity to develop new skills and make friends.
- To apply, please call 09894653462 or email us at hearttoheart@webmail.com

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|----------------|------------|---------------|-------------------|
| 4. A. a | B. an | C. the | D. Ø (no article) |
| 5. A. friendly | B. friends | C. friendship | D. befriend |
| 6. A. or | B. so | C. but | D. and |

Task 2.

Teaching Assistant wanted

We are seeking an enthusiastic teaching assistant to join our team at PNE English. As (1) _____ teaching assistant, you will work closely with teachers to support students in their learning and development.

Requirements:

- (2) _____ interpersonal skills
- Patience towards students
- Ability to work (3) _____ in a team

This is a rewarding opportunity to contribute to their academic success. (4) _____ you are passionate about education, we would love to hear (5) _____ you.

- | | | | |
|----------------|-------------|---------------|-------------|
| 1. A. an | B. the | C. a | D. Ø |
| 2. A. Strength | B. Strong | C. Strengthen | D. Strongly |
| 3. A. well | B. good | C. better | D. worse |
| 4. A. While | B. Although | C. But | D. If |
| 5. A. in | B. about | C. to | D. from |

Task 3.

Want to become a chef?

Join our apprenticeship programme!

- Learn culinary skills (1) _____ experienced chefs
- Gain a (2) _____ in the food industry
- Develop into (3) _____ hard-working chef

For further information, contact us at 0897543216. Start your culinary journey today!

- | | | | |
|------------|-------------------|-------------|---------------|
| 1. A. to | B. in | C. from | D. at |
| 2. A. wage | B. responsibility | C. position | D. leadership |
| 3. A. an | B. Ø (no article) | C. the | D. a |

Join Our Team! We're Hiring Sales Superstars!

Are you passionate about sales? Do you love connecting with people? We have an exciting opportunity in our Sales Department! Join us in driving success and delivering (4) _____ service.

- No experience necessary.
- Enjoy competitive pay, training, and growth opportunities.
- Join a dynamic team (5) _____ you can shine.

If you are interested in this position, don't hesitate (6) _____ Ms. Lam at 0356789110.

Apply now and start your journey with us!

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|------------------|------------------|--------------|------------------|
| 4. A. except | B. exceptional | C. exception | D. exceptionally |
| 5. A. which | B. whose | C. whom | D. where |
| 6. A. to contact | B. to contacting | C. contact | D. contacting |

Exercise 5: Mark the letter A, B, C or D to indicate the correct arrangement of the sentences to make a meaningful paragraph/letter in each of the following questions.

Task 1.

- a. Thank you for taking the time to consider my application. I have attached my CV for your review and am eager to discuss how my skills could benefit your team further.
- b. I am excited to apply for the part-time shop assistant position at For Teens Shop for the upcoming summer.
- c. I look forward to hearing from you.
- d. I can work flexible hours in the summer and will do my best on the job.
- e. I am a quick learner. I am also comfortable working in a fast-paced environment and collaborating with team members to achieve common goals.

- | | |
|----------------------|----------------------|
| A. a – b – d – e – c | B. b – e – d – a – c |
| C. a – c – d – b – e | D. a – d – e – c – b |

Task 2.

- a. Firstly, it can negatively impact students' academic performance as balancing work and studies can be challenging.
- b. Secondly, long working hours and deadlines may lead to insufficient time for studying, assignments, and exam preparation, resulting in lower grades and decreased learning outcomes. This can be particularly difficult for students during exam periods.
- c. Finally, having a part-time job also makes students stressed, exhausted, and burnt out, which may impact their mental health with higher stress levels, anxiety, and depression.
- d. Taking on part-time jobs while attending school can bring about some disadvantages.
- e. In conclusion, part-time jobs can also lower academic performance and create stress. Students should carefully consider these factors before taking on a part-time job to balance work and study at the same time.

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|----------------------|----------------------|
| A. c – a – b – e – d | B. d – c – b – a – e |
| C. d – a – b – c – e | D. d – c – e – a – b |

Task 3.

- a. Just wanted to share some exciting news - I've picked up a part-time job recently.
- b. Though it's keeping me busy, I'm managing my time well.
- c. The environment is vibrant, and the team is amazing.
- d. Take care.
- e. Dear Mai, I hope you're doing well!
- f. Plus, it's a great way to earn some extra cash while studying.
- g. Let's catch up soon and I'll tell you more about it.
- h. It's at a local café, and I'm loving it.
- i. I think you'd enjoy working here too.

- | | |
|--------------------------------------|--------------------------------------|
| A. e – a – f – h – c – b – i – g – d | B. e – a – c – h – b – f – i – g – d |
| C. e – a – h – c – f – b – i – g – d | D. e – a – h – f – c – i – b – g – d |

Task 4.

- a. However, managing classroom dynamics and meeting diverse learning needs require patience and adaptability.
- b. Working as a teacher is both challenging and fulfilling.

- c. Despite the demanding nature of the job, teachers find joy in witnessing their students' growth and achievements.
- d. Ultimately, being a teacher is a noble profession that leaves a lasting impact on individuals and communities alike.
- e. Moreover, fostering meaningful connections with students and colleagues creates a supportive and enriching environment.
- f. Nevertheless, the sense of purpose derived from shaping the future generation outweighs the challenges.
- g. Every day brings new opportunities to inspire and educate young minds.

A. b - e - g - f - c - a - d

B. b - g - c - e - a - f - d

C. b - a - e - g - f - c - d

D. g - b - c - e - a - f - d

Exercise 7: Read the following passage and mark the letter A, B, C, or D to choose the word or phrase that best fits each of the numbered blanks from 1 to 5.

①

When applying for a job, the process involves several stages. Firstly, individuals need to apply for the position by (1) _____ their résumé and cover letter. Employers then review applications to identify candidates with (2) _____ qualifications and experience. (3) _____ employers receive numerous applications, it's essential to impress them with a well-written résumé and compelling cover letter.

After initial screening, selected candidates may be invited for interviews to further (4) _____ their suitability for the role. During the interview stage, candidates have the opportunity to showcase their skills, experience, and personality, ultimately leading to the decision to employ the most (5) _____ candidate.

1. A. interfering

B. balancing

C. submitting

D. supervising

2. A. organised

B. patient

C. challenging

D. relevant

3. A. If

B. Whereas

C. Although

D. Because

4. A. assess

B. endure

C. recruit

D. employ

5. A. suit

B. suitable

C. suitability

D. suitably

②

Doing an apprenticeship is challenging, but incredibly rewarding. When they serve their apprenticeship, individuals gain hands-on experience in their chosen field (1) _____. They work under supervised conditions, (2) _____ and skill development.

(3) _____, apprenticeships offer a direct pathway to a full-time position within the industry. So, apprentices not only learn the theoretical aspects of their trade but also apply (4) _____ in real-world settings. This combination of practical experience and theoretical knowledge equips apprentices with valuable skills and prepares them for (5) _____.

1.

A. if they earn qualifications

B. while earning qualifications

C. though earned qualifications

D. when they earned qualifications

2.

A. allowing for practical learning

B. allow for practical learning

C. to allow for practical learning

D. allow practical learning

3.

A. In spite of traditional education routes

B. Because of traditional education

C. Unlike traditional education routes

D. Not only traditional education

- B. They resell or recycle the balls after cleaning them.
- C. Their job is to find lost golf balls underwater.
- D. They earn a lot of money from their job.

Exercise 10: Read the following passage and mark the letter A, B, C, or D to indicate the correct answer to each of the questions from 1 to 5.

Jake, a high school graduate, chose not to pursue a degree. Instead, he joined the workforce. He started as an apprentice waiter at a local restaurant. On a night shift, he learned the ropes, multitasking between taking orders, serving customers, and clearing tables. Though the work was **repetitive** and stressful, Jake remained determined.

Over time, Jake absorbed the restaurant's rhythm and atmosphere. He observed chefs preparing dishes and managers operating the restaurant.

Years passed, and Jake's dedication paid off. He worked diligently and successfully learned about restaurant management. With determination, he opened his own restaurant. Today, **it** is crowded with diners enjoying delicious meals. From apprentice waiter to restaurant owner, Jake's journey is a testament to hard work and determination. He looks back on his time as an apprentice, where he laid the foundation for his culinary dreams.

1. Which best serves as the title for the passage?

- A. From an Apprentice to a Chef
- B. Gaining Success without a University Degree
- C. Problems Faced by High School Leavers
- D. An Inspiring Story of a University Graduate

2. According to paragraph 1, which of the following is **NOT** mentioned as one task Jack had to do during a night shift?

- A. collecting bills
- B. serving customers
- C. clearing tables
- D. taking orders

3. The word **repetitive** in paragraph 1 is opposite in meaning to .

- A. demanding
- B. boring
- C. interesting
- D. patient

4. The word **it** in paragraph 3 refers to .

- A. management
- B. Jack's restaurant
- C. dedication
- D. determination

5. Which of the following is **NOT** true according to the passage?

- A. Jake decided not to pursue higher education and join the labour force.
- B. Jake's restaurant is bustling with customers who come to enjoy tasty meals.
- C. Jake learned about restaurant management during his apprenticeship as a waiter.
- D. It was hard work that laid the foundation for Jake's cooking dreams.