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

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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

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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

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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
-

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.

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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

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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!

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

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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 tim**e.**

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

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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

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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 routes

B. Because of traditional education

C. Unlike traditional education routes routes

D. Not only traditional education

4.

A. it **B.** that **C.** them **D.** Theirs

5.

A. successful careers in their chosen fields

B. succeeding in their chosen careers of fields

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C. their success of their chosen careers of fields

D. successfully chosen fields of careers

Exercise 9: 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.

①

Around the world, there are some jobs that may seem quite strange and surprising to you.

A. Train pushers

In Japan, the railway system is huge and everyone there uses trains. This makes them overcrowded most of the time. During rush hour, railway station attendants called 'pushers' or 'oshiya' do the strangest job in the world - they push passengers into trains. They have to do this because of the large number of commuters who wish to arrive at their desired locations on time. That's why they must endure the pain in squeezing themselves inside the train.

B. Cleaners of the world's highest building

Have you ever wondered how the world's tallest building, Burj Khalifa, in Dubai, is cleaned? It takes a team of 36 window cleaners a total of three months to clean the tower's reflective windows. Working from the height of more than 800 metres, the cleaners face huge challenges especially during bad weather. They must be the bravest cleaners in the world.

C. Golf balls divers

Every year in the UK, millions of golf balls get lost in the water around golf courses. This gave rise to the demand for golf ball divers whose job is to dive deep into the lakes and ponds around golf courses to find the lost balls. Most of them are professional scuba divers, but they spend long hours crawling around in mud and carrying heavy buckets. On average, they find 5,000 balls per lake. After cleaning them, they resell or recycle the balls. Sounds dangerous, doesn't it?

(Adapted from Global Success)

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

A. Typical Jobs **B.** Well-paid Jobs

C. Unusual Jobs **D.** Low-paid Jobs

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2. The word **them** in paragraph A refers to .

A. trains **B.** attendants **C.** passengers **D.** commuters

3. According to paragraph A, what do 'oshiya' do during rush hour?

A. They count the number of commuter**s.**

B. They endure the pain inside the train.

C. They push passengers into train**s.**

D. They pay attention to each commuter.

4. The word **bravest** in paragraph B is closest in meaning to .

A. most dangerous **B.** craziest **C.** most courageous **D.** happinest

5. All of the following are said about golf ball divers EXCEPT .

A. The majority of them are professional scuba divers.

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

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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.

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