Vocabulary

A. Choose a, b, c or d.

1. Taylor got a huge _____ when he completed the project he was working on.
   a. fee **c.** perk
   b. bonus **d.** compensation
2. The business seminar I attended gave information on how to set _____ a business.
   a. out **c.** on
   b. up **d.** in
3. The only source of _____ he has is the freelance work he does for specific clients.
   a. wage **c.** profit
   b. income **d.** salary
4. The website has an article warning people about _____ deals on social media sites so that they don't get ripped off.
   a. unrelated **c.** unsuited
   b. phoney **d.** fixed
5. Mrs Sanders hired a personal _____ to help her handle part of her workload, such as arranging her appointments.
   a. associate **c.** candidate
   b. applicant **d.** assistant
6. Unfortunately, many of the small clothing shops in my town _____ business when the shopping centre opened.
   a. ran **c.** expanded
   b. went out of **d.** went into
7. We can _____ that if you find this product cheaper anywhere else, we'll offer you a better discount.
   a. guarantee **c.** permit
   b. exclaim **d.** examine
8. The town has attracted lots of _____ hoping to make money from tourism.
   a. supervisors **c.** entrepreneurs
   b. personnel **d.** staff

score ___ / 8

B. Choose a, b, c or d.

Dealing With Speech Disorders

One of the main issues for someone with a speech or language disorder is social 1 _____ or the feeling of loneliness. Most of us take for granted that we have 2 _____ in at least one language. However, for someone with a speech disorder, basic communication can be extremely difficult. Some people are born with a disorder and may experience bullying at a young age. For others an accident or illness may be 3 _____ blame for speech problems.

Fortunately, language and speech therapists are trained to assist anyone with a speech disorder. Those who choose to follow this particular 4 _____ path don't only need to have the appropriate 5 _____, they also have to possess certain qualities to meet the 6 _____ of the job. Speech therapists certainly have to be very caring, and dedicated to their job, even though they may have many other 7 _____. It may be hard work but it's rewarding. It is an occupation with a great deal of 8 _____ satisfaction.

1.	**a.** termination	**b.** isolation	**c.** resignation	**d.** closure
2.	**a.** authority	**b.** fluency	**c.** productivity	**d.** convenience
3.	**a.** with	**b.** of	**c.** to	**d.** for
4.	**a.** unemployment	**b.** public	**c.** work	**d.** career
5.	**a.** qualifications	**b.** prospects	**c.** advancements	**d.** registrations
6.	**a.** posts	**b.** shifts	**c.** skills	**d.** demands
7.	**a.** workloads	**b.** premises	**c.** commitments	**d.** relations
8.	**a.** trade	**b.** labour	**c.** business	**d.** job

score ___ / 8

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C. Complete the sentences with the correct form of the words in the box. There are two extra words that you do not need to use.

commute	scheme	code	jobless	aim	pension	scam	flexible	firm	rise

1. My brother has been working at an engineering _____ for 8 years now.
2. Many people fell victim to the _____ and gave away their credit card details.
3. This seminar organised for next week _____ to help university students choose a profession.
4. My father is just five years away from getting his _____ .
5. Some interviewees ask if the company offers its staff _____ working hours.
6. Unfortunately, Jake lost his job three months ago and he has been _____ ever since.
7. Walter's new job has a strict dress _____ ; he has to wear a suit every day.
8. Lucy _____ to work by train.

score ___ / 8

D. Complete the sentences with the correct prepositions.

1. A multinational corporation is going to take _____ Alex's small company.
2. You need to hand _____ the report by 5 o'clock this afternoon.
3. Mr Bills is out of town. I'll put you _____ to his secretary.
4. I'm worn _____ from working such long hours all month.
5. I've taken _____ too much work and now I can't meet the deadlines.
6. This experiment didn't work _____ very well. Let's try a different approach.
7. Can we go _____ the plan again? I didn't understand the first stage.
8. Why did you turn _____ the job? I thought you had always wanted to work there!

score ___ / 8

Grammar

A. Choose a, b, c or d.

1. When I broke my leg, the doctor told me that I _____ in bed for 10 days.
   a. must stay **c.** will have to stay
   b. had to stay **d.** had had to stay
2. Martha advised me _____ a career in fashion.
   a. to don't pursue **c.** not to pursue
   b. to not pursue **d.** don't pursue
3. Sean offered _____ the curtains.
   a. taking down **c.** to take down
   b. take down **d.** that he took down
4. Nellie wanted to know _____ to be in the future.
   a. what I wanted **c.** what did I want
   b. did I want **d.** whether I wanted
5. Julian promised that she _____ Leslie with her homework.
   a. helps **c.** helped
   b. helping **d.** would help
6. Helen suggested _____ a manager with many years of experience.
   a. employ **c.** employing
   b. to employ **d.** to employing
7. Jane asked me _____ the previous week.
   a. if Kevin would be fired **c.** whether Kevin fired
   b. why Kevin had been fired **d.** had Kevin been fired
8. Tom admitted _____ John because they shared the same interests.
   a. hire **c.** hiring
   b. to hire **d.** to be hired

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B. Rewrite the sentences in Reported Speech.

1. 'When am I going to get a raise?'
   Patty wondered _____
2. 'Which book do you prefer?'
   Greg asked me _____
3. 'Switch off the lights when you leave at the end of the day.'
   Manu told Jane _____
4. 'Don't leave me here alone, please.'
   Tina begged Julie _____
5. 'Will you attend the seminar?'
   My manager wanted to know _____
6. 'Don't drive so fast when it's raining.'
   The police officer warned Rodney _____
7. 'Did you hear a strange noise last night?'
   My neighbour asked us _____
8. 'Don't forget to come in an hour earlier tomorrow.'
   Mr Lee reminded the employees _____
9. 'If I were the president of the company, I would expand it.'
   Kelly told us _____
10. 'Go to Mr Jackson's office immediately.'
    The manager ordered John _____

score ___ / 10

Use of English

Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words, including the word given.

1. 'I'm sorry I broke the machine,' said Gerard. **apologised**
   Gerard _____ the machine.
2. 'What caused your back problems?' Sue asked me. **brought**
   Sue asked me _____ my back problems.
3. 'Next time this happens the money will be removed from your salary,' Mr Watson told the cashier. **out**
   Mr Watson warned the cashier that the _____ of his salary the next time that happened.
4. 'Are you going to be late?' Laura asked Ted. **whether**
   Laura wanted to _____ to be late.
5. 'Do you know where Albert was yesterday?' asked Dan. **if**
   Dan asked me _____ had been the previous day.

score ___ / 10

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Listening

Look at the questions. Then listen to an entrepreneur giving advice. Choose a, b, c or d.

1. What does the speaker believe is necessary for a business to succeed?
- **a.** a large workforce and lots of money
- **b.** drive and a straightforward idea
- **c.** a big office and lots of staff
- **d.** a great opportunity

2. What does the speaker state as a reason many businesses never succeed?
- **a.** too much emphasis on organisation
- **b.** inefficient management
- **c.** limited demand for a product
- **d.** employee issues

3. Why is a business plan important?
- **a.** It can increase profit.
- **b.** A business is more likely to remain within its budget.
- **c.** It helps to spot problems when they occur.
- **d.** It keeps staff motivated.

4. How does having passion for a business idea help?
- **a.** It makes running a business more fun.
- **b.** It ensures the commitment needed to make a business work.
- **c.** It helps to keep a business focused on its goals.
- **d.** It can inspire creativity.

5. What does the speaker say about taking risks?
- **a.** They usually have a positive outcome.
- **b.** Risks should be avoided at all times.
- **c.** Some risks are out of our control.
- **d.** Risk-taking is part of the process.

score ___ / 10

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Reading

Read a magazine feature in which a man called Peter talks about his job as a window cleaner and answer the questions. Choose a, b, c or d.

Window Cleaning: The New Extreme Sport

It was by chance that I noticed the job advertisement. The Shard, one of the tallest skyscrapers in Europe, was advertising for window cleaners. I had always been impressed by the Shard, over 300 metres tall, 95 floors, and completely covered by glass. Who wouldn't be? Although I could never have dreamt that one day I'd be responsible for cleaning all those glass panels; an unbelievable 11,000 to be exact. At the time, an organisation was advertising for cleaners to do the task. It sounds odd, but unemployment was a requirement on their application form, as was experience in climbing down mountains or walls using a rope. As an out-of-work, extreme sports fan, I wasted no time completing my application and sending my CV.

However, nothing quite prepares you for the experience of cleaning an almost vertical building of that height, and it is no exaggeration to say I was terrified on my first day. The work is exhausting, and the physical demands on the body intense, but being able to take part in a bit of extreme sport while working can only be a bonus. Plus the fact that not many people have the opportunity to enjoy a spectacular view of London as I do. It's breathtaking. Even now, after so many months at the job, nothing compares to looking across the capital while taking in the famous landmarks scattered across the city. It's possible to see for miles on a clear, sunny day, and watch the commuters, the size
22 of ants, rushing about the bustling city below. Apart from this, I also get to enjoy some celebrity spotting throughout the day. The Shard's restaurants and hotel seem to be a favourite with the famous.

It does make quite a good discussion point when meeting new people, and you explain that you rope down the side of the Shard for a living. People often raise their eyebrows, but are always curious and interested to know how I decided on such an adventurous career. I understand this job is not for everyone. It's a little out of the ordinary and most would be reluctant to even consider the idea. I admit at times it does lack variety and can be a little tedious; however, restoring the windows to their sparkling condition makes it all worth the effort.

Window cleaning remains a very dangerous job, not only because of the height, but because the weather is a serious hazard. We are exposed to the severity of the British weather, and winter can be difficult. In case of an accident or an injury, it's essential to be familiar with the safety systems in place. Of course, this doesn't always guarantee an accident-free zone; sometimes the weather can be unpredictable and storms happen when you least expect them to. I remember on one occasion, I was on the 67th floor and a strong wind seemed to come from nowhere. The next thing I knew, I lost my balance and was flung around. Luckily, I'd had a good night's sleep and was alert enough to deal with the situation. This is why, in very windy conditions, we are all given a well-deserved day off.

1. In the first paragraph, what does Peter say about the position?
   - **a.** It was his dream job.
   - **b.** There was huge competition for the position.
   - **c.** He met the requirements specified.
   - **d.** It was not widely advertised.
2. In the second paragraph, Peter describes
   - **a.** his first days at work.
   - **b.** the perks of the job.
   - **c.** the dangers he experiences.
   - **d.** what he is required to do.
3. What does the word 'this' refer to in line 22?
   - **a.** the experience he has gained
   - **b.** the bustling city of London
   - **c.** the building's height
   - **d.** the ability to admire the city
4. How do people usually react when Peter explains how he earns his living?
   - **a.** They find it intriguing.
   - **b.** They often look worried.
   - **c.** They ask too many questions.
   - **d.** They are not particularly interested.
5. What is Peter's main point about safety in the final paragraph?
   - **a.** Acting foolishly in the workplace causes accidents.
   - **b.** Sometimes things go wrong even if safety precautions are followed.
   - **c.** Failure to learn the safety manual threatens safety in the workplace.
   - **d.** Fatigue is the leading cause of accidents at work.

score ___ / 10

TOTAL SCORE ___ / 80

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