Unit 2 Test: Standard

Name: _____ Result: __/100

Vocabulary

1 Choose the correct alternative.

1 Marco left school with **qualifications/promotions** in maths, English, science and technology.

2 The thing that I like best about my job is when I have to deal **with/in** the public.

3 How many **employees/employers** does your company have?

4 Lisa was delighted when she got a **promotion/salary** to the head of marketing.

5 You don't earn a very good **career/salary** here, but it's a great place to work.

6 In this role, you will be responsible **to/for** I.T. support for all our staff.

7 It's a **temporary/permanent** contract for six months.

Score __/7

2 Complete the email with the words in the box.

applied contract looking offered part-time shift unemployed

From: Jo

Subject: Good news

Hi Lewis,

I've got some great news! Last week, I was **(a)** _____ the job that I **(b)** _____ for two months ago.

As you know, I was **(c)** _____ for a job for months after I became **(d)** _____ at the start of the year. The new job is full-time and from nine to five. I only worked **(e)** _____ in my last job, and I did **(f)** _____ work, so this is going to be a big change. I signed the **(g)** _____ last week, so it's all official now.

I'll let you know how it goes after I start.

Speak soon,

Jo

Score __/7

3 Complete the phrasal verbs with the correct particles.

1 I'd like to set _____ a meeting with the sales team tomorrow morning.

2 If you want to get _____ of the competition, you've got to work really hard.

3 Sandra is excited to be working _____ the launch of the new product range.

4 There are rumours that an international company is going to take _____ this company.

5 You'll need to fill _____ this application form in order to apply for the job.

6 This work is urgent. Please don't put it _____ until tomorrow.

Score __/6

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Standard

LIVEWORKSHEETS

Grammar

4 Choose the best alternative.

My first day at work was a disaster. I **(a) got up/was getting up** early so I would have plenty of time to get ready, but while I **(b) had/was having** a shower, there was a power cut and the water **(c) went/was going** cold before I could wash my hair.

It **(d) rained/was raining** when I left the house and I **(e) didn't have/wasn't having** an umbrella, so I decided to take the bus. But as I **(f) waited/was waiting** for the bus, a man **(g) fell/was falling** over and spilled coffee all over my clean shirt. I turned up at work, with dirty hair and covered in coffee. Imagine that! Fortunately, when I **(h) told/was telling** my boss about it, he just laughed.

Score __/8

5 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. Use between two and five words.

1 When he was young, my grandfather was a carpenter.

BE

When he was young, my grandfather _____ a carpenter.

2 In the past, our family often went on holiday to the seaside.

WOULD

In the past, our family _____ to the seaside.

3 My neighbour played the drums when he first moved in. But she doesn't now.

PLAY

When she first moved in, my _____ the drums.

4 My uncle was in the army for ten years!

SPENT

My uncle _____ in the army!

5 When they first met, my parents often went dancing.

GO

My parents _____ when they first met.

Score __/10

6 Complete the sentences with the past perfect simple or past perfect continuous form of the verbs given.

1 Before I _____ **(finish)** my homework, my parents told me that dinner was ready.

2 Petra _____ **(watch)** TV all day and had a headache.

3 The actors left the stage after the clapping _____ **(stop)**.

4 We _____ **(not live)** here for long when water leaked through the roof every time it rained.

5 By 10 pm, Veronica still _____ **(not call)** me, so I decided to go to bed.

6 My fingers hurt because I _____ **(play)** video games all morning.

7 We had to go home because my dad _____ **(forget)** to lock the front door.

Score __/7

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Standard
LIVEWORKSHEETS

Use of English

7 Read the text. Use the word given in capitals to form a word that fits the gap.

Getting a good job wasn't easy, and I spent many months unemployed before I managed to find work. But I tried to stay positive and actually, I quite enjoyed the job **(a)** _____ **(HUNT)**.

When I was **(b)** _____ **(APPLY)** for a job, I'd always check what **(c)** _____ **(QUALIFY)** and experience the **(d)** _____ **(EMPLOY)** was looking for. Even if I didn't match all their requirements, I would still fill in the application form.

Don't give up. By the time I got my first interview, I had already **(e)** _____ **(SEND)** out over 20 applications.

The first interview was a disaster. It was for a company called Vita Tech. But when they asked me what I knew about the company, everything I said was wrong. I couldn't believe it, but I'd been **(f)** _____ **(RESEARCH)** a company called Viva Tech. It was a different company!

I finally got a job three months ago with a company that does online advertising. I'm **(g)** _____ **(RESPONSIBILITY)** for photo research. It's not exactly well **(h)** _____ **(PAY)**, but I'm learning a lot and it's great experience.

Luke, Nottingham

Score __/8

Listening

8 Listen to five speakers. What subject are they all speaking about? Tick (✓) the best answer.

1 A funny experience they had at work. ☐
2 A terrible job they've had. ☐
3 A job they did when they left school or university. ☐

Score __/2

9 Listen again and match the places with the correct speaker.

factory holiday resort restaurant school shop

Speaker 1: _____
Speaker 2: _____
Speaker 3: _____
Speaker 4: _____
Speaker 5: _____

Score __/5

10 Listen again. Choose from the list (A–F) what each speaker (1–5) disliked the most about the job. There is one extra letter which you do not need to use.

A the clothes they had to wear
B the colleagues
C the salary
D the shifts they had to work
E the lack of care for the people they were looking after
F the living and working conditions

Speaker 1: ☐
Speaker 2: ☐
Speaker 3: ☐
Speaker 4: ☐
Speaker 5: ☐

Score __/5

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Reading

How to survive your first week at work?

(a) _____ Congratulations! But how can you make a great first impression and ensure that you don't do anything embarrassing? Read our fun and useful guide to find out.

(b) _____ In the past, that was easy, but these days different companies may have different rules. Most importantly, look smart. Dirty shoes, an old shirt and unbrushed hair will not be a good start. It's also a good idea to avoid very bright colours and short sleeves or skirts. And finally, dress comfortably.

(c) _____ Smile at everyone you meet, and don't forget to look them in the eye. It's a good way to show you are confident and friendly. Listen for their name and then say it back to them. It'll help you remember. But it's impossible to learn everyone's name straight away, so don't worry if you forget one or two. Just make sure you find out soon. It's OK to ask someone's name during your first week at work. But it's a big problem if you don't know it three months later!

(d) _____ You are there to learn, and it shows you are interested and keen. It can also be helpful to make notes. It will show your manager that you are paying attention. You will probably be asked lots of questions. If you don't know the answer, be honest. It's nothing to be ashamed of. Finally, when you're invited to join a meeting, a training session, a coffee break or a social lunch, say 'yes'. Being positive is important in the workplace.

(e) _____ It can take a long time to work it out. During your first week, look, listen and learn. Ask yourself these questions. Do your colleagues chat to each other about other things apart from work? Where do they chat? In the office or in the break room or kitchen? What sort of things do they talk about? What don't they talk about? To make sure you don't make a mistake, just avoid talking about money, religion, politics, the party you went to last night, criticizing your old boss or company, gossiping or complaining. And don't make jokes about your new colleagues even if they are doing it themselves. Wait until you know them and they know you.

(f) _____ If you haven't had a tour of the workplace, ask a colleague. As well as finding out where the toilets, kitchen, coffee bar, meeting rooms and photocopiers are, it's a great way of getting to know your colleague. The more people you know at work, the more comfortable you will feel and the better you will work.

Good luck and have fun!

11 Read the article about starting your first job. Choose from sentences (1–7) the one that fits each gap (a–f). There is one extra sentence which you do not need to use.

1 Ask lots of questions. _____
2 Lastly, find your way around. _____
3 So, you've left school, you've spent months applying for jobs and attending interviews and finally someone offers you a job. _____
4 First of all, you need to decide what to wear. _____
5 On your first day, you're going to meet a lot of people. _____
6 Every company has its own way of doing things; its company culture. _____
7 Don't be afraid to introduce yourself to the boss. _____

Score __/6

12 Read the text again and complete these pieces of advice. Write one or two words in each gap.

1 You shouldn't wear colourful clothes or shirts with _____.
2 You will look confident if you look someone in _____.
3 Your manager will probably like it if you _____ when asking questions.
4 If you are invited to work or social meetings, you should say _____.
5 You will learn how people behave in the office if you _____ and learn.
6 Ask a colleague to give you a _____ of the workplace.

Score __/6

13 Which do you think are the three best pieces of advice in the article? Explain your answers.

_____
_____
_____
_____
_____
_____
_____
_____
_____

Score __/3

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Writing

14 Write a story that starts with this sentence:

When the door opened, Marie realised that her life had changed forever.

Your story must include:

- a stranger
- finding something/someone

Write 140–190 words.

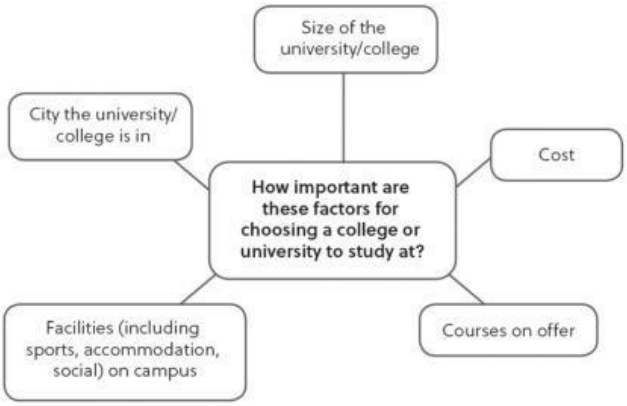
Score __/10

Speaking

15 Work in pairs. Do the task below.

1 Here are some different factors to think about when you are choosing a university or college to study at. Talk to each other about how important you think they are.

2 When you finish 1, you have a minute to decide which factor you think is the most important.



Score __/10

Vocabulary __/20
Grammar __/25
Use of English __/8
Listening __/12
Reading __/15
Writing __/10
Speaking __/10

TOTAL __/100

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