

Vocabulary & Grammar

A. Circle the correct option.

- Employees are not taxed on **tuition fees / fringe benefits / human rights**, such as health insurance and paid holidays.
- I've lived in this area all my life, so I know the streets like the **position / back / figure** of my hand.
- I remember as a child that our neighbours **bailed out / looked down / stood out** on us because they didn't think we were as cultured as they were.
- It would probably be more **economic / economical / financial** if we kept the air-conditioning on a steady temperature instead of turning it on and off all the time.
- Due to the importance of the decision they had to make, they asked that the meeting be **conveyed / paused / established** so they could consider the new findings.
- He's not that happy about the heavy workload at his new job, but at least he gets a **generous / valued / potential** salary.
- Whenever new interns are taken on at the office, it's Melissa's job to show them the **angles / colours / ropes**.
- The situation **calls for / delves into / drives up** immediate action on our part.

score / 8

B. Complete the sentences with the correct form of the words in the box. There are three extra words which you do not need to use.

accuracy cautious cultivate decline imposing inception
overdue plagiarism procrastinate register stimulate

- The seminar _____ quite a bit of discussion among the audience during the question and answer session.
- We've noticed a definite _____ this year in the number of students enrolling on the economics degree programme.
- Have you _____ yet for that intensive summer course you said looked promising?
- You need to be meticulous when citing sources in your essays if you want to avoid being accused of _____.
- It would be better if you used _____ language in this case because we don't have enough evidence to make absolute statements.
- If you had taken advantage of the time you were given instead of _____, you wouldn't be running like crazy to finish now.
- This department has produced highly innovative and ground-breaking material ever since its _____ six years ago.

- A shift in our marketing strategy has long been _____, so it's time to brainstorm new ideas.

score / 8

C. Choose a, b, c or d.

- Through research, scientists are constantly helping to _____ the hypothesis that a diet high in saturated fat negatively affects health.
a. confirm c. conduct
b. propose d. implement
- As you've been _____ more administrative duties around the office recently, I think it only fair that you receive a pay rise.
a. tackling c. operating
b. running d. undertaking
- Tim is willing to consider only those _____ options which promise personal and professional development.
a. vocation c. occupation
b. career d. enrolment
- They're thinking of _____ extra staff for the sales period.
a. recruiting c. pursuing
b. enrolling d. incorporating
- It's doubtful I'll be able to hand in the report on time. Could we _____ the deadline?
a. meet c. miss
b. decide d. extend
- Tina can be _____ when she wants to be – she managed to convince everyone that spending their weekend in the library revising would be fun.
a. articulate c. opinionated
b. persuasive d. spontaneous
- The university quiz team only just managed to _____ through to the finals this year.
a. sail c. see
b. run d. scrape
- Luca had always wanted to work for that company, so when he saw a job _____ advertised on their website, he immediately applied.
a. gap c. vacancy
b. application d. description

score

___ / 8

D. Complete the text with the correct form of the words in capitals.

The rise of the home-based workforce

Corporations are increasingly opting to downsize their office space and expand their home-based workforce instead. The very thought of 1 _____ people to work from home or any other place of their choosing, 2 _____ and out of sight, is incomprehensible to many managers today, as they believe it would actively discourage those same qualities that employers seek in employees, namely 3 _____, dedication and a willingness to work hard.

Yet companies choosing to support this type of workplace 4 _____ and willing to restructure their organisations in this way have observed the exact opposite. Not only are home-based workers more motivated and likely to report 5 _____ levels of job satisfaction, but they are also far less stressed out by work demands, and so their overall productivity increases. This is hardly surprising. Given the 6 _____ endless number of office distractions, employee 7 _____ can be seriously affected by the office environment, and with an often lengthy commute to the office, fatigue can set in before the day has even started. With barriers to peak work performance such as these removed, home-based staff are more 8 _____ and have more energy to pour into their work.

**ABLE
SUPERVISE****DILIGENT****MODERN****HEIGHT****SEEM
CONCENTRATE****FOCUS**

score

___ / 8



E. Choose a, b, c or d.

- The committee _____ the winners of the scholarship tomorrow.
a. announces c. is about to announce
b. is to announce d. be announcing
- The only time I _____ an award was last year at the short story competition.
a. am winning c. have been winning
b. win d. have won
- She _____ me. I can't take it any longer.
a. continually insulting c. is a continual insult
b. is to insult continually d. is continually insulting
- The fashion company's new clothing line _____ out next month.
a. are coming c. is due to come
b. have been coming d. will have been coming
- We _____ the Spencers tonight – they're going to come over for dinner.
a. see c. will have seen
b. have been seeing d. 're seeing
- _____ back, I'll have finished the report.
a. Before you got c. After you will get
b. When you have got d. By the time you get
- Trisha _____ at a hotel for a few days because she's having her house renovated.
a. has stayed c. is staying
b. staying d. stays
- Our company _____ reliable vehicles for forty years.
a. is manufacturing c. has been manufacturing
b. has been manufactured d. will have been manufacturing

score / 8

F. Circle the correct option.

1.

A: The social media marketing presentation 1 **starts / has started / is about to start** at noon.2 **Will you be attending / Shall you attend / Do you attend** it?B: Definitely. I wouldn't miss it for the world. I 3 **have been sending / 'm sending / send** some urgent emails right now, but I 4 **'m finishing / will have finished / will have been finishing** by then.

A: Great. See you there.

2.

A: When I see Professor Gore, I 5 **'m asking / 'm going to ask / will have been asking** him why I got such a low mark on my essay. I'm not overreacting, am I?B: No. To be honest, I 6 **don't think / 'm not thinking / won't be thinking** that's a bad idea. That way you 7 **won't be making / aren't making / won't make** the same mistakes in the future.

3.

A: All employees who 8 **have been working / are working / will have been working** here for over a year are 9 **been gathering / will gather / to gather** in meeting room five.B: OK, I 10 **let / 'm letting / 'll let** everyone know.score / 10

G. 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 three and eight words, including the word given.

- Moira is close to crying, so don't say anything to upset her even more. **already**
Don't say anything to further upset Moira because _____ of crying.
- I'm considering improving my Spanish before our trip to Mexico. **thinking**
I _____ up on my Spanish before our trip to Mexico.
- Thomas is highly skilled, so there's no doubt he will be better than the others in the group. **bound**
Thomas is highly skilled, so _____ out among the others in the group.
- There's a high probability that Julie will reach the level of the rest of the class quickly. **highly**
It's _____ up with the rest of the class quickly.

score / 8

Listening

You will hear three different extracts. For questions 1-6, choose the answer (a, b or c) which fits best according to what you hear. There are two questions for each extract.

Extract 1

You will hear a woman talking about how to choose a supervisor for a PhD.

1. **Why does the woman hold her supervisor in such high regard?**
 - a. He was always sociable with and approachable to his students.
 - b. His comments were always valuable and easily understood.
 - c. He gave her useful advice on how to deal with her own students.
2. **What is the woman's opinion of famous academics?**
 - a. They are very picky about the students they choose to supervise.
 - b. They don't make good supervisors because they usually focus exclusively on one subject.
 - c. They rarely carry out their full duties as supervisors.

Extract 2

You will hear two people discussing whether or not creativity can be taught.

3. **What do the two people agree about?**
 - a. Creativity is not only about producing ideas.
 - b. Creativity is based on a creative mind.
 - c. Creativity cannot be taught.
4. **How did the woman adapt in order to teach creativity?**
 - a. She paid more attention to her students rather than the subject being taught.
 - b. She became more creative herself in order for her ideas to develop.
 - c. She opened her mind to what teaching involves.

Extract 3

You will hear a man being interviewed about his teaching methods.

5. **Mark believes that his teaching methods**
 - a. are the product of a simple idea.
 - b. can be trusted because they are based on various studies in child psychology.
 - c. work because students are actively involved in decision-making.
6. **The studies Mark refers to proved that students**
 - a. learn more when they are frequently challenged.
 - b. perform according to their teachers' expectations of them.
 - c. do better when they work in groups.

score

___ / 12

Reading

You are going to read a newspaper article about success in business. For questions 1-5, choose the answer (a, b, c or d) which you think fits best according to the text.

1. **When discussing the success of the Brooklyn Dodgers, the writer implies that**
 - a. they had the best individual players.
 - b. they experienced more luck than other teams.
 - c. other teams had much better players.
 - d. managers often use them as an example to inspire their staff.
2. **The writer mentions Thomas Edison as an example of a person who**
 - a. encouraged others to work hard.
 - b. knew how to prevent failure.
 - c. was not put off by an initial lack of success.
 - d. understood when it was time to give up.
3. **What is the main point being made in the third paragraph?**
 - a. Luck is one of many essential qualities.
 - b. Success depends on being in the right place at the right time.
 - c. People are personally responsible for failing in business.
 - d. Success is often the result of having a good business strategy.
4. **According to Jennifer Thomas, what is the relationship between talent and success in business?**
 - a. People should develop their talents to achieve success.
 - b. Success depends on being financially savvy.
 - c. Entrepreneurs benefit from surrounding themselves with talented people.
 - d. Talent is less important in some business ventures.
5. **According to the text, when a person experiences bad luck they should**
 - a. prepare for the worst-case scenario.
 - b. not spend too much time assessing the situation.
 - c. not blame themselves for their failures.
 - d. avoid blaming external factors.



Success and Luck in Business: The Residue of Design

Sports historians consider the Brooklyn Dodgers, now the LA Dodgers, to be one of the luckiest teams in Major League Baseball. Despite not having the most impressive set of players, the Dodgers were hard to beat, especially during the late 1940s. However, their success was far from a coincidence. It was thanks to their general manager, the legendary Branch Rickey, whose many famous quotes include: 'Luck is the residue of design.' In other words, luck is not a random event; rather it is the consequence of careful planning, calculated risk-taking and hard work – a concept that echoes strongly through business and industry today.

Indeed, for many entrepreneurs, effort and success are strongly linked. 'We create our own luck,' says George Hermann, who runs a profitable online marketing company, 'by working hard. The harder one works, the greater one's chances are of succeeding in business.' For many in the corporate world it really is that simple. After all, it was Thomas Edison who famously conducted over 9,000 experiments before finally producing the first light bulb. It is examples such as this that remind us that our efforts and determination to succeed produce positive results more so than luck does. Yet, with so many promising businessmen and women failing, despite their commitment to hard work, it is hardly surprising that luck is very often viewed as an essential element of success.

This is especially the case when it comes to encountering business opportunities, the common perception being that one was 'lucky' enough to be in the right place at the right time. However, for many entrepreneurs, this could not be further from the truth. According to Tom Saunders, the managing director of a multinational furniture company, opportunities are everywhere; successful people are simply better able to recognise an opportunity and have a clearer idea about how to take advantage of it. 'One's eyes, ears and mind have to remain constantly open. Spotting a tiny opportunity, invisible to others,' says Saunders, 'is not a matter of luck – it's a matter of carefully planning how best to seek out chances. During my career, I've actually placed myself in countless "lucky" situations.'

Jennifer Thomas, the winner of the 2014 European Entrepreneur Awards (EEA), has a slightly different view on the subject. When interviewed at the EEA award ceremony last May and asked to comment on how much luck may have contributed to her phenomenal financial success in the health food industry, Jennifer explained that talent is what really

matters in business: 'If two identical companies set up a business, and one takes off and the other fails, it's unfair to attribute this to luck. I believe that what separates the two is financial talent.' Indeed, many successful entrepreneurs do seem to have a natural ability to invest their money successfully. 'I think the main reason why I've been able to build up my business over the years is because, right from the beginning, I was good at investing money in the right place; I made good financial decisions that paid off,' says Jennifer.

While the concept of luck is often not taken seriously by entrepreneurs, the idea that bad luck can lead to failure is. It is widely agreed that, in business, things which are uncontrollable may occur. Anticipating the future and being prepared for bad luck can help, but a more realistic approach is to deal with misfortune effectively when it does arise. 'I've always viewed bad luck as an important learning opportunity,' says Jennifer. 'If a business venture or an idea fails to work out, then taking responsibility for these failures can be enormously rewarding.' As Jennifer went on to say as part of her award ceremony speech, 'More often than not, failures occur because of our own actions. Reflection is the only way to improve the outcome next time around.'

score / 10

WRITING: A high-profile international organization is launching a global sustainability project and is looking for a **Project Coordinator**. This role requires exceptional communication skills, leadership potential, and the ability to manage diverse teams under pressure.

Write a formal cover letter (220–260 words) applying for this position. In your letter, you must:

- **State clearly** which position you are applying for and where you saw the advertisement.
- **Outline** your relevant academic background and professional experience, linking them directly to the job requirements.
- **Demonstrate** your soft skills (e.g., adaptability, problem-solving) using advanced vocabulary and varied grammatical structures
- **Explain** why you are uniquely qualified to contribute to this specific global project.
- **Conclude** by stating your availability for an interview in an appropriate, formal manner.

score /20