

## Test – Work and employment / Education

### 1. Complete the sentences with a word derived from 'EMPLOY'.

1. There are now six million vacancies in the United States and 6.6 million ..... people.
2. .... has been on the increase in many countries and sometimes up to 10% of the workforce is out of work.
3. Some companies do not reward their ..... as well as others do.
4. In this situation it is the duty of the ..... to ensure that female workers are not discriminated against.
5. In our region ..... has increased. More people work than ever before.

### 2. Complete the sentences with one of the phrases.

There are two extra phrases / words you do not need.

<i>workplace</i>	<i>perks</i>	<i>work-life balance</i>	<i>working week</i>	<i>hours</i>	<i>dole</i>
<i>environment</i>	<i>shift</i>	<i>resign</i>	<i>satisfaction</i>	<i>security</i>	<i>career</i>
<i>candidates</i>	<i>adapt</i>	<i>experience</i>	<i>retirement</i>	<i>notice</i>	

1. These companies need to change the interview process so that they hire the right .....
2. Sadly there is still a large amount of discrimination against women in the .....
3. Employers need to provide training to ensure that their staff are able to ..... to these new technologies.
4. Some people decide on a ..... change when they reach middle age.
5. There's much to be said for the proposal that the ..... should be reduced to 35 hours.
6. For some people job ..... is more important than financial reward.
7. It is hard to underestimate the value of job ..... as it is so important to enjoy what you do for a living.
8. Managers can relieve the pressure on workers by ensuring that they have a pleasant working .....
9. Some graduates find it difficult to find a job because they do not have any relevant work .....
10. In some professions, such as law, the ..... of work are much longer than in others.
11. In many countries the ..... age of is now 68 or even 70.
12. A sensible ..... can help workers do their jobs more efficiently as they must have some time for recreation.
13. There is a danger that some workers will hand in their ..... and look for a new job.
14. Even though he was a graduate, he took a cleaning job rather than stay on the .....
15. She's just finished a 13-hour ..... at the hospital.

**3. Complete the text with a word that is derived from the one in brackets or with a word with the provided first letter. 7 most in-demand qualities:**

**1) Intelligence:**

In every study, it has been found that fully 76 percent of the productivity and contribution of an employee will be determined by his or her level of intelligence. Intelligence in this sense means the ..... **(able)** to plan, to organize, to ..... problems, and to get the job done.

**2) Leadership ability:**

Leadership is the ..... **(willing)** and the desire to accept ..... **(responsible)** for results. It means you are willing to take charge, to volunteer for assignments, and to accept accountability for achieving results.

**3) Integrity:**

It's probably the most important single quality for long-term ..... **(succeed)** in life and at work. This means honesty in your ..... **(relate)** with others. You are willing to admit your ..... **(strong)** and ..... **(weak)**. You are willing to admit where you have made mistakes. Especially, you demonstrate ..... **(loyal)**.

**4) Being likeable:**

You are expected to be friendly and ..... **(cooperate)** with others. You must be able to join the team and be part of the work family. Men and women with good ..... **(person)** are more popular and more **effective** at whatever they do.

**5) Competence:**

In its simplest terms, it means that you are ..... **(qualify)** to get the job done, you can set priorities, concentrate single-mindedly until the job is complete.

**6) Courage:**

Courage means that you are willing to t..... risk, accept ch..... , take on big jobs. They highly value ..... **(apply)** who are willing to take on new jobs where there is a high degree of uncertainty and the possibility of failure.

**7) Inner strength:**

Inner strength means that you have the quality of ..... **(persistent)** when the going gets rough. You remain calm, cool, and relaxed in the inevitable crises that occur during the day-to-day operations of the company.

#### 4. Choose the correct word

- a) The building workers were paid their **income** / **salary** / **wages** every Friday.
- b) She's only been here three weeks. It's a/an **overtime** / **temporary** job.
- c) When he retired he received a monthly **bonus** / **pension** / **reward**.
- d) Apparently she **earns** / **gains** / **wins** over £60,000 a year.
- e) Could I have two days **away** / **off** / **out** next week to visit my mother?
- f) Paul was always arriving late, and in the end he was **pushed** / **sacked** / **thrown**.
- g) When I left the job, I had to hand in my **application** / **dismissal** / **notice** three weeks beforehand.
- h) How much exactly do you **do** / **make** / **take** in your new job?

#### 5. Choose the words that best completes the text.

Choosing a job One of the most difficult decisions is choosing what to do for a .....(1) For example, do you want to follow a definite ..... (2) , and ..... (3) a low (4) at the beginning, but have good ..... (5) in a company that trains its ..... (6) ? Or are you more interested in taking any kind of work, because you need a/an ..... (7) ? You may have to ..... (8) the fact that a good ..... (9) can be difficult to find. In that case, why not take a ..... (10) one? You will gain some useful ..... (11) Remember that even if you have the right ..... (12) , you may have to ..... (13) lots of application forms before you are asked to ..... (14) an interview. But don't worry if you don't know what you want to ..... (15) exactly. You'll enjoy finding out!

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|----------------------|---------------|----------------|----------------|
| 1) A salary          | B living      | C employee     | D work         |
| 2) A company         | B training    | C business     | D career       |
| 3) A earn            | B gain        | C win          | D take         |
| 4) A money           | B profit      | C cheque       | D salary       |
| 5) A hopes           | B prospects   | C futures      | D promotions   |
| 6) A employers       | B crew        | C staff        | D persons      |
| 7) A money           | B cash        | C account      | D income       |
| 8) A face up to      | B go over     | C come up with | D call off     |
| 9) A work            | B labour      | C job          | D seat         |
| 10) A temporary      | B overtime    | C profitable   | D short        |
| 11) A experiences    | B experienced | C experience   | D experiencing |
| 12) A qualifications | B exams       | C letters      | D degrees      |
| 13) A fall through   | B get on      | C turn down    | D fill in      |
| 14) A be             | B attend      | C make         | D advertise    |
| 15) A work           | B job         | C do           | D employ       |



**6. Use the words in brackets to form the words that fit in the gaps.**

1. A good degree is a minimum \_\_\_\_\_ (require) for many jobs.
2. The Swedes regard \_\_\_\_\_ (vocation) training as a part of a youngster's education.
3. She was depressed and felt totally \_\_\_\_\_ (hope) about the future.
4. Billy's work at school has shown signs of \_\_\_\_\_ (improve) this year.
5. Considering the injuries he's had there can be little \_\_\_\_\_ (expect) of him winning the race.
6. People who know the least will \_\_\_\_\_ (obedience) best.
7. It gives you a sense of \_\_\_\_\_ (achieve) if you actually make it to the end of a very long book.
8. I only have a limited \_\_\_\_\_ (know) of Spanish.
9. The stupid \_\_\_\_\_ (behave) of one pupil has brought discredit on the whole school.
10. Obviously what she did was wrong, but I don't think it warranted quite such severe \_\_\_\_\_ (punish).
11. The problems weren't as difficult as the ones they gave us in the \_\_\_\_\_ (enter) exam.
12. A learning \_\_\_\_\_ (difficult) is any learning or emotional problem that affects a person's \_\_\_\_\_ (able) to learn, get along with others and follow convention.

**7. Complete each sentence with a word from the box. Use each word once only.**

<b>cheat</b>	<b>divide</b>	<b>memorise</b>	<b>copy</b>	<b>punish</b>
<b>pay</b>	<b>revise</b>	<b>concentrate</b>	<b>pass</b>	<b>underline</b>

- a) Our teachers used to ..... us by making us stay behind after school.
- b) If you ..... twenty-seven by nine, the answer is three.
- c) Try to ..... the most important rules.
- d) It is difficult to ..... attention in a noisy classroom.
- e) Pauline tried her best to ..... the end of year examinations.
- f) Your work is the same as Harry's. Did you ..... his work?
- g) Your mind is wandering! You must ..... more!
- h) Helen decided to ..... all her work at the end of every week.
- i) It's a good idea to ..... important parts of the book in red.
- j) The teacher saw Jerry trying to ..... in the exam.

## 8. Study tips.

Many students have difficulty concentrating while studying. Being able to concentrate while you are studying is essential to \_\_1\_\_.

Study in a quiet place that is free from \_\_2\_\_. Try to create a space \_\_3\_\_.

Make a study schedule that shows what tasks you need to accomplish and when you plan to accomplish each task. This will provide you with \_\_4\_\_.

Make sure you are not tired and/or hungry when you study. Otherwise, you won't have the energy you need to concentrate. Also, maintain \_\_5\_\_.

Don't try to do two tasks at the same time. You won't be able to concentrate on either one very well. Concentration means focusing on one thing and \_\_6\_\_.

Break large tasks into a series of smaller tasks that you can complete one at a time. If you try to complete a large task all at once, you may \_\_7\_\_.

If you always start ahead of schedule, you'll never \_\_8\_\_. Pace yourself rather than choose \_\_9\_\_.

Relax. It's hard to concentrate when you're tense. Clear your mind. You can \_\_10\_\_.

Develop an interest in what you are studying. Try to relate what you are studying to your own life to \_\_11\_\_.

You must know what is important for you to accomplish. Then you must set \_\_12\_\_.

They say you learn more by teaching others. This is likely because you actually \_\_13\_\_.

	A. designated solely for studying
	B. doing well in class and on tests
	C. get distracted by your own worrisome thoughts
	D. your physical fitness
	E. the dreaded all-nighter
	F. feel overwhelmed
	G. the exclusion of all else
	H. cram the night before an exam
	I. make it as meaningful as possible
	J. distractions and interruptions
	K. specific and clearly stated goals
	L. the structure you need for effective studying
	M. explain concepts instead of memorizing them

**9. Choose the word that best completes each gap.**

Learning how to learn There is usually one important (1) ..... missing from most school (2) ..... Very few students are (3) ..... how to organize their learning, and how to (4) ..... the best use of their time. Let's take some simple (5) ..... Do you know how to (6) ..... up words in a dictionary, and do you understand all the (7) ..... the dictionary contains? Can you (8) ..... notes quickly, and can you understand them (9) ..... ? For some reason, many schools give learners no (10) ..... with these matters. Teachers ask students to (11) ..... pages from books, or tell them to write ten pages, but don't explain (12) ..... to do it. Learning by (13) ..... can be useful, but it is important to have a genuine (14) ..... of a subject. You can (15) ..... a lot of time memorizing books, without understanding anything about the subject!

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|-----|---------------|--------------|-----------------|-----------------|
| 1)  | A theme       | B book       | C subject       | D mark          |
| 2)  | A agendas     | B timetables | C terms         | D organizations |
| 3)  | A taught      | B learnt     | C educated      | D graduated     |
| 4)  | A take        | B give       | C get           | D make          |
| 5)  | A sentences   | B results    | C rules         | D examples      |
| 6)  | A find        | B look       | C research      | D get           |
| 7)  | A information | B advise     | C subjects      | D themes        |
| 8)  | A do          | B send       | C make          | D revise        |
| 9)  | A after       | B afterwards | C lastly        | D at last       |
| 10) | A teaching    | B ability    | C instruction   | D help          |
| 11) | A concentrate | B remind     | C forget        | D memorize      |
| 12) | A how         | B what       | C why           | D it            |
| 13) | A the way     | B heart      | C now           | D law           |
| 14) | A information | B success    | C understanding | D attention     |
| 15) | A pass        | B waste      | C tell          | D use           |

**10. Complete each sentence (a-j) with a suitable ending (1-10). Use each ending once. Write the number of the ending in the box at the end of each sentence beginning.**

- a) Joe was absent most of the time . .....
- b) Sue wanted to do the experiment for herself .....
- c) James was a very gifted pupil .....
- d) Lucy couldn't find a duster to clean the board .....
- e) Dave could pick up languages very easily .....
- f) Brenda wanted to leave space for corrections .....
- g) Tony didn't pay attention in class .....
- h) Helen was educated at home by her parents .....
- i) Brian attended evening classes in photography .....
- j) Cathy wanted to get into university .....

- 1 so he didn't have any problems passing his exams.
- 2 so he started talking in French after only a few days.
- 3 so she had to study for the entrance examinations.
- 4 so his name was removed from the register.
- 5 so he didn't go out with his friends much during the week.
- 6 so she wrote her answers in the corner.
- 7 so she didn't have many friends of her own age.
- 8 so she wrote everything on alternate lines.
- 9 so she went to the science laboratory.
- 10 so he could never remember what the teacher had said