Lan: I agree with you. Security is very important when you're at home alone. We should also have healthy lifestyles to enjoy our lives.

Nick: (45)_____

_____

IX)-Mary is interested in Life Skills courses. Write a letter requesting information about the courses, using the words/ phrases given in their correct forms. You can add some more necessary words, but you have to use all the words given.

Dear Ms Brown,

46. I/ be/ trainee employee/ ABC Company/ one year.

_____

47. I/ writing/ this letter/ enquire/ training course/ management/ your time/ interaction/ co-workers.

_____

_____

48. I/ like/ know how/ have/ enjoyable social life/ make friends/ access social activities.

_____

_____

49. I/ hope/ you/ allow/ me/ apply/ training course.

_____

_____

50. Please contact me/ this address/ if/ you/ any questions. I/ hope/ your kind consideration.

_____

_____

Sincerely yours,

Mary

TEST 2 (UNIT 3)

I)-Find the word which has a different sound in the part underlined.

1.	A. prioritise	B. privacy	C. determined	D. strive
2.	A. wisely	B. width	C. wisdom	D. confident
3.	A. possession	B. discussion	C. profession	D. decision

II)-Choose the word which has a different stress pattern from the others.

4.	A. loneliness	B. management	C. confident	D. protective
5.	A. difficulty	B. community	C. ability	D. effectively

III)-Choose the best answer A, B, C or D to complete the sentences.

6. Parents should learn how to teach their children personal _____.

A. time-management B. time management C. timeline D. timekeeping

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7. _____ independence thinking skills at an early age will help your children build confidence and self-esteem.

A. Enquiring **B.** Inquiring **C.** Acquiring **D.** Requiring

8. It is important for children to learn self-sufficiency, develop high self-esteem and be _____ from early on in life.

A. motivated **B.** motivational **C.** motive **D.** motivating

9. Independent learners become _____ adults who have faith in their abilities to succeed, achieve and overcome challenges.

A. confident **B.** over-confident **C.** confidential **D.** reluctant

10. Parents and teachers play a _____ role in helping children become independent.

A. final **B.** quick **C.** deciding **D.** decisive

11. When independence becomes your _____, it leads to the 4C's: confidence, competence, creativity, and character.

A. priority **B.** variety **C.** importance **D.** action

12. The natural desire to protect children can make parents _____.

A. over-protecting **B.** over-protective **C.** protectively **D.** protectiveness

13. A _____ skilled person can work, learn and recreate collaboratively with others.

A. sociable **B.** social **C.** socially **D.** society

14. I was _____ to recognize that I could work more effectively with my time log.

A. willing **B.** fond **C.** determined **D.** amazed

15. Breaks provide valuable rest _____ you to think creatively and work effectively.

A. able **B.** enable **C.** enabling **D.** to enable

IV)-Fill in each blank in the passage with the correct word from the box. There are some extra words.

organize	*dedicate*	*enquire*	*requires*
find	*function*	*achieves*	*lead*

It seems that there is never enough time in the day. But, since we all get the same 24 hours, why is it that some people achieve so much more with their time than others? The answer lies in good time management.

The highest achievers manage their time exceptionally well. By using the time-management techniques in this section, you can improve your ability to **(16)**_____ more effectively – even when time is tight and pressures are high.

Good time management **(17)**_____ an important shift in focus from activities to results: being busy isn't the same as being effective. Spending your day in a frenzy of activity often **(18)**_____ less, because you're dividing your attention between so many different tasks. Good time management lets you work more smartly – not harder – so you get more done in less time.

Time management refers to the way that you **(19)**_____ and plan how long you spend on specific activities. It may seem wasteful to **(20)**_____ precious time to learning about time management, instead of using it to get on with your work, but the benefits are enormous: greater productivity and efficiency, but less stress.

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V)-Combine the sentences, using the noun followed by the *to*-infinitive. Maybe you have to do some minor changes if necessary.

21. A teen learns how to cover monthly expenses. A teen with a job has this responsibility.

_____

22. You have to use an iron safely. It's a basic skill.

_____

23. Coping with loneliness is a very important skill. Teens should have this skill.

_____

24. We should have interpersonal skills. We persuade other people to tell us the ways to do something.

_____

25. We should have a good public transportation system to rely on. It is very useful.

_____

VI)-Choose the word among A, B, C or D that best fits the blank space in the following passage.

Building Confidence in Teens

Confidence is one's belief in their own ability. Confident people rationally believe they are (26)_____ of doing things well and therefore aren't afraid to do those things or even (27)_____ new things. Teens who are confident to grow up have a good (28)_____ of self and become happy adults. Parents can help teens (29)_____ their confidence throughout their adolescence by following these tips:

Be trustworthy. Be there when your teen needs you. Provide a safe home environment and firm but fair discipline. This is a (30)_____ that your teen's confidence can stand on.

Give your teen choices. One of the things that confidence helps teens do is making a decision. You can help teens make decision by (31)_____ them choices as often as possible.

(32)_____ your teen to try new things. Be available to take them where they need to go and do so without complaining.

Become your teen's biggest fan, (33)_____ it is in sports, or in school.

Allow your teen to fail, do not fix their problems for them. If they need you to help talk the problem through, ask open ended questions so that they (34)_____ to their own conclusions.

Praise your teen when praise is suitable. We know that too much praise is not good (35)_____, but suitable praise is necessary for your teen's self-confidence.

26.	**A.** able	**B.** capable	**C.** suitable	**D.** aware
27.	**A.** try	**B.** examine	**C.** decide	**D.** use
28.	**A.** feeling	**B.** state	**C.** sense	**D.** ability
29.	**A.** create	**B.** make	**C.** lose	**D.** build
30.	**A.** foundation	**B.** establishment	**C.** layer	**D.** basic
31.	**A.** saying	**B.** offering	**C.** explaining	**D.** making
32.	**A.** Believe	**B.** Prefer	**C.** Like	**D.** Encourage
33.	**A.** either	**B.** or	**C.** whether	**D.** but
34.	**A.** come	**B.** reach	**C.** draw	**D.** bring
35.	**A.** neither	**B.** together	**C.** either	**D.** whether

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VII)-Read the passage, and choose the correct answer A, B, C or D for each question.

Improve Your Time-Managing Skills

It is common for all of us to take more tasks than our desired potential. This can often result in stress and tiredness. Learn the art of sharing work with your partners based on their skills and abilities.

Before the start of the day, make a list of tasks that need your immediate attention as unimportant tasks can consume much of your precious time. Some tasks need to be completed on that day only while other unimportant tasks could be carried forward to next day. In short, prioritize your tasks to focus on those that are more important.

Carry a planner or notebook with you and list all the tasks that come to your mind. Make a simple "To Do" list before the start of the day, prioritize the tasks, and make sure that they are attainable. To better manage your time-management skills, you may think of making 3 lists: work, home, and personal.

Stress often occurs when we accept more work than our ability. The result is that our body starts feeling tired which can affect our productivity. Instead, share tasks with your partners and make sure to leave some time for relaxation.

Most of the successful men and women have one thing in common. They start their day early as it gives them time to sit, think, and plan their day. When you get up early, you are more calm, creative, and clear-headed. As the day progresses, your energy levels start going down, which affects your productivity and your performance as well.

36. Making a list of important tasks can help us _____.

A. take more tasks than our potential
B. share work with our partners
C. prioritize important tasks
D. complete all the tasks on that day

37. In order to improve your time-management skills, you should _____.

A. carry a planer with you all the time
B. have separate lists for different categories
C. make the "To Do" list simple to do
D. prioritize the tasks of time management

38. All of the following are true about the effects of stress EXCEPT that _____.

A. our body starts feeling tired
B. it can affect our productivity
C. we don't have enough time for relaxation
D. we accept more work than our ability

39. Starting the day early can help you _____.

A. complete the tasks much better
B. slow down your energy levels
C. perform as well as before
D. make the day progress

40. The word "attainable" in paragraph 3 is closest in meaning to "_____".

A. being able to attend
B. possible to achieve
C. impossible to achieve
D. succeeding in managing something

VIII)-Complete the conversation about living independently, using the responses (A-F) given. There is one extra.

A. I understand the importance of good nutrition, including making healthy food choices.

B. I take responsibility for contacting services, such as electric, gas and Internet suppliers.

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C. Well, besides safety, it's important to practise good personal hygiene, such as taking a shower and brushing teeth regularly.

D. First, I learn how to manage basic household chores such as cooking, laundry and cleaning.

E. In our house, we use and maintain a fire extinguisher and smoke detector.

F. I know how to use household cleaners to avoid damaging clothes or furniture.

Ann: You live with your old grandparents. I think you have a lot of life skills in order to live independently.

Minh: My parents work abroad, so I have to learn many things. (41)_____

_____.

My grandparents are not very well all the time.

Ann: A good boy! You do a lot of cleaning, don't you?

Minh: Right, Ann. (42)_____

_____

Ann: Besides household chores, you should contact services when necessary.

Minh: (43)_____

_____

Ann: You also try to get help for basic household emergencies, such as calling a plumber to fix a burst pipe. How about the safety?

Minh: (44)_____

_____

Ann: It's important to keep our home safe and sound. Anything else?

Minh: (45)_____

_____

IX)-Nick, a first-year student, is interested in learning independent living skills. Use the words/phrases given to make complete sentences to enquire about the courses. You can add some more necessary words, but you have to use all the words given.

Dear Sir/Madam,

46. I/ first-year student/ and/ I/ like/ learn independent living skills/ and/ I/ like/ taught/ these new skills/ practical instructions.

_____

_____

47. I/ also like/ know how/ write/ independent living plan/ meet/ individual needs/ such as/ meal planning/ financial management/ obtaining housing and transportation/ much more.

_____

_____

48. I/ like/ join/ classes/ evening/ because/ I/ go/ college/ daytime.

_____

_____

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49. I/ hope/ your answers/ my questions/ help me/ make/ right decision/ course.

_____

_____

50. Thank/ very much/ your time. I/ looking forward/ hear/ you.

_____

Faithfully yours,

Nick

TEST YOURSELF 1

I)-Find the word which has a different sound in the part underlined.

1.	**A.** curfew	**B.** burden	**C.** mature	**D.** curtain
2.	**A.** motivated	**B.** prioritize	**C.** confident	**D.** conflict
3.	**A.** sibling	**B.** conservative	**C.** counsellor	**D.** casual

II)-Choose the word which has a different stress pattern from the others.

4.	**A.** counsellor	**B.** decisive	**C.** confident	**D.** discipline
5.	**A.** management	**B.** protective	**C.** respectful	**D.** reliant

III)-Choose the best answer A, B, C or D to complete the sentences.

6. Being well-informed will _____ you from being a follower.

A. suffer **B.** keep **C.** end **D.** escape

7. Over the past few years, in both the USA and the UK, the number of multi-generational households with three or four generations living _____ has increased.

A. under the same roof **B.** under the same building

C. on the same floor **D.** just the same

8. Nowadays, children are learning computer skills before they _____ any life skills.

A. require **B.** enquire **C.** realize **D.** acquire

9. It is Phong's sense of responsibility _____ makes him successful in his life.

A. that **B.** what **C.** which **D.** who

10. Time management requires the investment of a little time to _____ and organize your life and work.

A. deal **B.** strive **C.** prioritise **D.** recognize

11. Kids need to have _____ to do things by themselves as early as possible.

A. offers **B.** jobs **C.** conditions **D.** opportunities

12. As a parent, one of the most important goals is to _____ children who will become independent and self-reliant in the future.

A. raise **B.** bring **C.** grow **D.** take

13. I can watch TV and play computer games on Sunday because I _____ go to school that day.

A. mustn't **B.** shouldn't **C.** don't need **D.** don't have to

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