

## UNIT 8 - VOCABULARY

**Exercise 3. Mark the letter A, B, C or D to indicate the correct answer to each of the following questions.**

11. He has all the right \_\_\_\_ for the job.

A. certificates      B. degrees      C. diplomas      D. qualifications

12. Before we apply for any jobs, we need to prepare a good CV and a \_\_\_\_ very carefully.

A. resume      B. job interview      C. covering letter overing      D. reference

13. Employers always want job \_\_\_\_ to be able to demonstrate their skills and qualities.

A. employees      B. workers      C. staff      D. applicants

14. There are usually a lot of job seekers applying for one position. Only a few of them are \_\_\_\_ for an interview.

A. shortlisted      B. listed      C. screened      D. tested

15. My application was not successful; there were more than 4,000 applicants and only 20 were selected. I realized that apprenticeship were very \_\_\_\_.

A. demanding      B. crowding      C. competitive      D. difficult 104

16. When preparing a CV, university \_\_\_\_ can consider attaching a separate report about official work experience during the course.

A. graduates      B. leavers      C. candidates      D. applicants

17. An apprentice is required to do several years' \_\_\_\_.

A. coaching      B. education      C. formation      D. training

18. According to everyone in the \_\_\_\_ , she's a very good boss.

A. apartment      B. compartment      C. department      D. employment

19. She's looking for a better position with another \_\_\_\_.

A. association      B. firm      C. house      D. society

20. It's wise to think about choosing a \_\_\_\_ before leaving school.

A. business      B. career      C. living      D. profession

21. A doctor is a member of a respected \_\_\_\_.

A. occupation      B. profession      C. trade      D. work

22. If you want a job, you have to \_\_\_\_ for one.

A. applicate      B. apply      C. ask      D. request

23. You'll probably have to \_\_\_\_ an application form.

A. fill down      B. fill in      C. fill on      D. fill through

24. And you'll need to give the names of two or three \_\_\_\_.

A. hostages      B. judges      C. referees      D. umpires

25. All the members of our \_\_\_\_ are expected to work hard.

A. personal      B. personnel      C. staff      D. gang

26. Some of my work is interesting, but a lot of it is just \_\_\_\_.

A. habit      B. practice      C. tradition      D. routine

27. If you are paid monthly, rather than weekly, you receive \_\_\_\_.

A. revenue      B. a reward      C. a salary      D. wages

28. The purpose of running a business is to make a \_\_\_\_.

A. service      B. profit      C. money      D. contribution

29. The \_\_\_\_ were delivered to the warehouse by lorry.

A. data      B. goods      C. material      D. stuff

30. Many young people travel all over the world and do all kinds of jobs before they \_\_\_\_.

A. lie down      B. settle down      C. touch down      D. put down

31. In Britain, people are usually unwilling to tell other people how much they \_\_\_\_.

A. earn      B. obtain      C. deserves      D. gain

32. If you're a(n) \_\_\_\_ you have to do what your boss tells you.

A. director      B. employee      C. employer      D. manager

33. You can earn more money by working \_\_\_\_.

A. extraordinary hours      B. overhours      C. overtime      D. supplementary hours

34. It's difficult these days for a young person to find a well-paid \_\_\_\_ job.

A. eternal      B. reliable      C. permanent      D. stable

35. She was \_\_\_\_ after three years with the company.

A. advanced      B. raised      C. elevated      D. promoted