

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 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

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