

READING & LISTENING PRACTICE

Name: _____

1. Listen to a radio programme that discusses a book about entrepreneurs. Which of the following does he say the entrepreneurs have in common? Tick the correct options:

- | | |
|--|---|
| ☐ an MBA | ☐ providing excellent customer service |
| ☐ working for someone else before setting up a business | ☐ intelligence |
| ☐ hiring good employees | ☐ using television advertising |
| ☐ luck | ☐ setting up efficient distribution networks |
| ☐ taking risks | ☐ hard work |

2. Listen again and complete the phrases using the words in the box:

have made – started – have worked – knew – left – first picked up – they're been - worked

- a Mike Clare, the founder of Dreams, and Michael Welch of blackcircles.com are both good examples of people who _____ work when they _____ school.
- b They _____ knowledge and skills while they _____ for someone else, but each _____ that his real mission in life was to be an entrepreneur.
- c Both _____ customer service a major selling point.
- d _____ successful at building up their networks.
- e They _____ incredibly hard to get where they are today.

3. Now, you'll read a job interview and choose the correct options for each question below:

Job interview

Interviewer: Hi! I'm Harry Jones, the HR Manager here. Nice to meet you. Please have a seat.

Applicant: Hi, Mr. Jones. I'm Ann Smith. Thank you. Glad to meet you, too.

Interviewer: Please tell me a little bit about your educational background and work experience.

Applicant: I received my Bachelor's in Marketing and then went on to earn an MBA degree. For the past five years, I've been working in sales at XYZ Company. My most recent position was as Regional Sales Manager.

Interviewer: I see. So, you've had a fair amount of supervisory experience, then? How are your computer and communication skills? This position requires spreadsheet reporting and interacting with people at all levels.

Applicant: Yes, I've had a lot of supervisory experience, having managed the entire sales team for my region. I'm proficient with various spreadsheet programs. I really enjoy working with people, and am at ease communicating with customers, vendors, and coworkers.

Interviewer: What kind of salary expectations do you have for this position, Ann?

Applicant: My expectation would be within typical market salary ranges.

Interviewer: Do you have any particular questions about the job?

Applicant: No, not at this time. Thank you for taking the time to interview me. I'm looking forward to the

possibility of joining your firm.

Interviewer: We'll be making our hiring decision shortly and will notify you. Nice to have met you, Ann. Goodbye.

1. Ann was interviewed by the company's...
 - a Regional Sales Manager
 - b HR Manager
 - c Chairman
 - d Vice President
2. Ann has worked for the past five years in the field of...
 - a Spreadsheets
 - b Vendor Management
 - c Sales
 - d MBA
3. How does Ann feel about working with people?
 - a she communicates it
 - b she enjoys it
 - c she dislikes it
 - d she manages it
4. Mr. Jones asked Ann about her expectations for...
 - a sales levels
 - b customers
 - c XYZ Company
 - d salary
5. Mr. Jones indicated a hiring decision would be made...
 - a tomorrow
 - b shortly
 - c next weekd with
 - d spreadsheet