

Imię i nazwisko:

Klasa:

1 Complete the sentences with the correct words. The first letters have been given.

- 1 Cecilia is a l _____ – she advises people on legal matters and represents them in court.
- 2 We were so disappointed with the restaurant service that we didn't give a t _____ to the waiter.
- 3 The d _____ for applications was set for next Monday. After that day no more applications will be accepted.
- 4 The new employees have to go through a p _____ period, during which the company decides if they are suitable for this job.
- 5 We need to call a p _____ to have our kitchen sink repaired.
- 6 Chris is a f _____. He writes articles for a few newspapers.

/ 6

2 Translate the Polish parts of the sentences into English.

- 1 We're looking for someone who can (pracować pod presją) _____.
- 2 What do your parents (utrzymują się) _____?
- 3 Emma is a senior manager in a big corporation and she (zarządza/odpowiada za) _____ a large team of people.
- 4 Eric's decided to leave his job as there (nie było żadnych perspektyw rozwoju) _____ in the company.
- 5 This job sounds perfect for you – you really (powinieneś się o niego ubiegać) _____.
- 6 My sister has three children, so she would like (pracować na pół etatu) _____ to have more time for her family.
- 7 Before you send your CV, make sure it (jest aktualne) _____.

/ 7

3 Complete the text with the correct form of the words in brackets.

Garry was very excited that he would soon start working as a (1) _____ (journal) in one of the most popular newspaper in the country. There were over two hundred (2) _____ (apply), so he was really glad that they invited him for a job interview. The manager who interviewed him was impressed with his (3) _____ (qualify). She warned him, though, that at the beginning he would have to do rather simple and (4) _____ (repeat) tasks. She said that the job often involved working (5) _____ (time) or at the weekends. But Garry was ready for anything – he was fed up with being an (6) _____ (account) and he didn't want to be (7) _____ (employ), either.

/ 7

4 Decide if the sentences are true (T) or false (F).

- 1 When something in the house breaks down, you should call a handyman to repair it. T / F
- 2 Peter is very happy – he has a dead-end job. T / F
- 3 An undemanding job involves little skill or effort. T / F
- 4 A counsellor is the right person to turn to when you need help solving your personal problems. T / F
- 5 An appraisal is a discussion about the profits and losses of a business. T / F

/ 5

**5 Complete the sentences with the correct words. The first letters have been given.**

- 1 After we'd checked in at the hotel, the d _____ helped us with our suitcases.
- 2 All employees have to pay some money into their p _____ s _____ to have some savings when they retire.
- 3 It is a good idea for the applicants to c _____ o _____ a new company and find out as much information as possible before their job interview.
- 4 Ian was so disappointed with his new job that he decided to h _____ in his n _____ and leave the company.
- 5 Doctors often work very long hours – they sometimes have to work at night and do the g _____ s _____.

/ 5



TOTAL: / 20

/ 30

