

Unit test 5

Answer all the questions. There is one mark per question.

LANGUAGE REVIEW

Complete the text with the correct form of the verbs in brackets.

Today many people have what is known as a portfolio career. The advantage for most people is that by (1) _____ (work) for a variety of employers or clients, no one of them has complete power over you. Many people are working on several individual projects at any one time in a bid (2) _____ (survive). But a (3) _____ (grow) numbers of professionals are choosing to set up as portfolio workers, (4) _____ (rely) on a series of 'gigs' rather than a job for life. However, it is not roses all the way as a freelancer's life can be uncertain, working three times as hard for the same money as a salaried employee, not (5) _____ (get) any holiday pay or pension. Unless you are good at (6) _____ (sell) yourself to potential clients and don't mind the insecurity of not (7) _____ (know) where the next pay cheque is coming from, then this kind of work is not for you. However, some people really enjoy the challenge of (8) _____ (work) under pressure. In the portfolio world of work there is a zero-tolerance attitude to (9) _____ (be) late. Fail once and you'll never be given work from that source again. But what you do get is the freedom (10) _____ (pick) and choose to work at a time to suit you.

VOCABULARY

A Choose the best words to complete these sentences.

- 11 Many people _____ several different jobs these days.
a) bid b) juggle c) graft d) work
- 12 Hi-tech and education services are two of the sectors known as _____ industries.
a) one-off b) high-value c) work-life d) part-time
- 13 One person interviewed about portfolio careers, painted a very _____ picture of a freelancer's life. She was very disillusioned.
a) lucrative b) complicated c) faint d) bleak
- 14 He's been working on bits and _____ this week.
a) parts b) sections c) pieces d) things
- 15 I would say that this kind of job isn't for the _____. You have to be pretty tough.
a) freedom b) fainthearted c) responsible d) technical

B Complete the sentences with the correct form of the words in brackets.

- 16 While his commitment to the job was obvious, he wasn't as _____ (dispense) as he thought.
- 17 Their _____ (responsible) led to the collapse of the bank.
- 18 My job is particularly _____ (reward) in terms of the satisfaction I get from it.
- 19 The high _____ (employ) figures are very worrying for the current government.
- 20 I find the _____ (predict) of a 9-to-5 job very disheartening. Every day seems to be the same.

SKILLS

A Match the expressions to their use (a–c). You will need to use some expressions more than once.

- a) paraphrase and summarise
- b) show understanding
- c) encourage someone to keep talking
- 21 You sound as if you're disappointed. _____
- 22 So what you're saying is ... _____
- 23 I appreciate how you feel, Philip. _____
- 24 I'm listening. Please go on. _____
- 25 So, your point is that the schedule is unrealistic. Is that it? _____

B Complete the notes about avoiding conflict when writing e-mails with the correct words. The first letter is given.

Points to remember:

- 26 Don't always believe your first i _____.
- 27 Think about other possible i _____.
- 28 Think how your message could be misunderstood and c _____ what you mean.
- 29 Ask open, n _____ questions if you want to find out something.
- 30 Don't write questions such as 'How could you p _____ charge us twice for the wrong goods? It's totally unacceptable.'