

Speaking (20 pts)

A. You are going to role-play an interview for one of the jobs in the following adverts.

Flight attendants for Spanish airline wanted. Minimum experience three years. Must speak some English. 09857 423 1068	Office administrator required for small company. Will be responsible for the day-to-day running of the office, including answering the phone, dealing with enquiries, doing paperwork	Canadian news website needs sports writers to report on matches and sports news 08234 431 3491
---	---	--

Student A: You are the interviewer. Use the following questions:

- What qualifications have you got for this job?
- How much experience do you have?
- Why do you want to work for this company?
- What are your strengths and weaknesses?
- What's your greatest achievement?

Student B: You've got an interview. Answer the questions. Use the Language for speaking box to help you.

LANGUAGE FOR SPEAKING answering questions in an interview

Talking about qualifications and experience

I've got a university degree in ...

I've worked as a ...

I'm currently working for ...

Talking about what you'd like to do

I'd really like to get into ...

Talking about strengths, weaknesses and achievements

I can ...

I'm good at ...

I find it hard to ...

Listening (20 pts)

B. ▷ Listen and answer the nine questions. Write Yes or No.

1. _____

4. _____

7. _____

2. _____

5. _____

8. _____

3. _____

6. _____

9. _____

Writing/Grammar (25 pts)

C. Combine the pairs of sentences using the present perfect simple and *for* or *since*.

EXAMPLE:

My partner is a teacher. He started teaching in 2004.

My partner has been a teacher since 2004.

1. I'm a professor at City University. I started working there six years ago.

2. Ria wants to work in New York. She decided this when she left college.

3. Piotr had an accident at work. He doesn't have a job now.

4. Tomas has a new boss. His boss began work a week ago.

5. Eleni lives in Greece now. She moved there when she was a teenager.

D. Match 1–5 with a–g to make complete sentences. Add *to* or *not to* in the correct place in each sentence. There are two endings that you don't need.

1. If you have an interview, it's important ____
2. Yesterday my bosses warned me ____
3. Zara doesn't have time ____
4. It was a useful experience for me ____
5. All members of staff are given a mobile phone ____

- a. look at the person who asked you.
- b. hear how I plan to do it.
- c. see how others do my job.
- d. be late for the meeting.
- e. arrive on time for it.
- f. make keeping in touch easier.
- g. give me any help with my project.

E. Match 1–5 to a–f to make complete sentences. There is one ending that you don't need.

1. I couldn't live in my sister's house ____
2. I'd love to stop and chat, ____
3. I understood exactly what I had to do ____
4. I broke up with my partner ____
5. I couldn't finish my report on time, ____

- a. but I'm in a hurry to get to the shops before they close.
- b. so I was in trouble with my manager.
- c. because she explained it to me in detail.
- d. but I'm in charge of it now.
- e. because it's always in such a mess.
- f. because we had nothing in common any more.

F. Choose the correct answer from the words in *italics*.

1. Ria hasn't done much work this year. *Instead / However*, she got a huge pay rise.
2. *Despite / Even though* I was on holiday, I answered all my work emails.
3. Josef was late for work this morning, *but / despite* he still went home early.
4. The company didn't employ any extra staff. *Instead / Even though*, they asked everyone to work more.
5. *However / Although* the company made a lot of money last year, the director lost his job.

G. Read the extract from a conversation during a job interview. Choose the correct answer from the words in *italics*.

Interviewer Thanks for that information. Now I'd like to ask you about your educational background. Could you tell me a bit more about your qualifications?

Lena Yes, of course. Well, ¹ *I'm currently working as / I've got a university degree in* international business. I completed that in 2010.

Interviewer And you got some experience working abroad as part of that, didn't you?

Lena Exactly. I spent six months working with the business development team of a large electrical company. ² *I've also worked as / I'm good at* a customer service assistant, and that allowed me to really improve my people skills. I often had to deal with angry customers!

Interviewer I'm sure you did. And tell me about what you're doing these days.

Lena ³ *I'd really like to get into / I'm currently working as a manager* in the business development group of an American IT company. They're trying to open more branches in East Asia, and that's where I come in with my background in international business.

Interviewer I see. What would you like to do next in your career?

Lena Actually, ⁴ *I'm good at / I'd really like to get into* sales. People always tell me I'm good at talking, so that would be very useful when it comes to selling!

Interviewer Good. Moving on now to your personal qualities ... Could you name one thing that's difficult for you to do?

Lena Well, to be honest, sometimes ⁵ *I find it hard to / I can* know when to finish working on something. I think it's because I love my work so much and I always want everything to be perfect!

Interviewer Not a bad thing!

Reading (20 pts)

H. Read the article about working from home. Complete the notes with a word from the text. Write one word or number in each space

Homeworking

Whether you call it homeworking or working from home, it's becoming much more common in many countries. Software businesses and law firms are all allowing their staff to do it more and more, at least part-time. However, we're still a long way from the dreams of years ago, when it was imagined that offices would only have people in them who had to be there to use the equipment or do the cleaning.

Homeworkers reduce the need for large offices, and they are often more hardworking. American studies show that workers produce almost 40% more when they are at home than when they work in the office. According to manager James Horgan, this is partly because the stressful journey to work is removed from their day. 'What we found was that most of the time saved went back into work,' Horgan explained. 'These workers enjoyed their new situation and gave importance to it, and to protect it, they worked more'.

Companies offering homeworking as an option also find it easier to attract staff and keep them. Homeworking has advantages for society, too, because it encourages more variety. It introduces the world of work, sometimes for the first time, not just to carers – those who look after elderly or ill family members – but also to disabled people or those living in areas that are far away from towns and cities. As people may have more free time due to homeworking, they often become more involved in community activities.

Working from home

- It's more common now.
- It's typical for lawyers and employees of ¹ _____ companies.
- Big offices are not necessary.
- Homeworkers can do as much as ² _____ more work at home.
- One reason for this: they no longer have a difficult ³ _____ to work.
- Homeworkers are happy with their situation.
- It's not difficult for companies offering homeworking to find ⁴ _____.
- It also allows carers and people who are ⁵ _____ to work if they want to.