

Name:

Test 1

VOCABULARY

1 Choose the correct option a, b or c.

Sarah has a great **1** _____ attitude. She loves her job and is very **2** _____ about it. She is good at **3** _____ realistic goals for her team and is an excellent team **4** _____. She has a lot of **5** _____ as she is always honest, which her team likes. She is able to **6** _____ outside the box and uses **7** _____ thinking to solve problems. She gives her team quite a lot of **8** _____ so they are able to work on their own. However, she knows they will come to her if they have any problems. She shows **9** _____ to succeed in everything she does and she is **10** _____ in her ability to reach a senior position.

- | | | |
|--------------------------|----------------------|------------------------|
| 1 a must | b can-do | c will |
| 2 a passionate | b ambitious | c resourceful |
| 3 a making | b doing | c setting |
| 4 a colleague | b partner | c player |
| 5 a integrity | b flexibility | c adaptability |
| 6 a plan | b think | c communicate |
| 7 a serious | b critical | c reasonable |
| 8 a goals | b passion | c independence |
| 9 a determination | b attitude | c communication |
| 10 a ambitious | b confident | c motivated |

2 Complete the mini dialogues with one word.

1 A: I need to tell my manager about the problem.

B: Why _____ you speak to her tomorrow?

2 A: My boss always shouts at me.

B: Your boss _____ shout at you. It's wrong.

3 A: I don't know how to tell him that I broke the printer.

B: Why not _____ telling the truth? That's always best.

4 A: I can't understand this document.

B: You _____ to ask your colleague to explain it.

5 A: I've no idea what to do with these files.

B: You _____ give them to Jane. She might know what to do with them.

6 A: I can't find any good jobs.

B: How _____ sending your CV to the new company in town? I hear they're looking for staff.

7 A: I need some work experience.

B: You _____ try and get a work placement.

8 A: I don't really like my job.

B: _____ don't you look for another job?

9 A: Should I list all my hobbies on my CV?

B: You don't _____ to list all of them. Maybe one or two.

10 A: I'm not sure where to take our visitors to lunch.

B: You _____ to try that new restaurant in town.

LISTENING

3 You will hear eight short recordings twice. For questions 1–8 choose the correct answer.

1 What does Gordon think he's good at?

a group work

b communication with people

c solving problems

2 Which job is the company advertising?



A

B

C

3 What did John forget to put on his CV?

a his problem-solving skills

b his internship experience

c his experience working in a team

4 Where did the man find the documents?



a

b

c

5 Where did the woman find out about the job?

a an online job site

b a colleague

c a library noticeboard

6 How much will they pay for each office chair?

€100

€130

€150

a

b

c

7 Why didn't Suzanna get the job?

a She wasn't enthusiastic enough. b She didn't have enough experience. c She had the wrong skillset.

8 Why didn't the man accept the job offer?

a The salary wasn't good enough. b The work didn't seem very interesting. c He didn't have the right skills.

VOCABULARY

4 Choose the correct option a, b or c.

ReedYew is a furniture 1 _____ and is therefore in the 2 _____ sector. However, because it sells products worldwide to consumers, it is also part of the 3 _____ industry. The raw materials it uses come

from suppliers in the 4 _____ sector all over South America. This sector is concerned with the 5 _____ of materials, such as coal and oil. However, there have been problems with wood supplies because of poor weather conditions. These conditions have affected ReedYew's furniture 6 _____ so the company is now looking for new suppliers. In addition, ReedYew plans to expand overseas, so the supply situation is a big worry. And it is not their only concern: due to problems in the 7 _____ services industry, ReedYew cannot get a loan to expand. The services sector, or 8 _____ sector as it is also known, is currently going through a very difficult time due to other global issues. However, there is some good news. ReedYew has negotiated a big contract in the 9 _____ industry to supply furniture to a major hotel 10 _____.

- | | | |
|-------------------|--------------|------------------|
| 1 a builder | b maker | c consumer |
| 2 a primary | b secondary | c tertiary |
| 3 a retail | b services | c manufacturing |
| 4 a secondary | b tertiary | c primary |
| 5 a construction | b production | c extraction |
| 6 a production | b building | c construction |
| 7 a financial | b commercial | c insurance |
| 8 a primary | b secondary | c tertiary |
| 9 a manufacturing | b tourism | c transportation |
| 10 a line | b agent | c chain . |

GRAMMAR

2 Choose the correct option.

Emma **1 was not having / did not have** a very good day. She **2 gave / was giving** a presentation to the company's biggest customers when suddenly her computer **3 crashed / was crashing**. She **4 was trying / tried** to start the computer again when her boss **5 was coming / came** into the room. He **6 seemed / was seeming** worried. The customers **7 chatted / were chatting** to each other when one of them, an IT expert, **8 offered / was offering** to help Emma. While the customer **9 was working / worked** on the computer, Emma's boss **10 handed / was handing** her a piece of paper. It said: 'Make sure you get some orders before the customers leave. We've just lost a big contract'.

