

Skills Test Unit 8 Test B

Name: _____

Everyday English

1 Complete the sentences from a presentation with the words below. Then put them in the order (1–5) that somebody would say them during a presentation.

conclude subject point look begin

- 1 Hello. In this presentation, my _____ will be how to get a job. ____
- 2 To illustrate this _____, a common question is, 'What personal qualities would you bring to this job?' ____
- 3 Now let's _____ at the sorts of questions that people typically ask at interviews. ____
- 4 So, to _____, make sure you have a good CV, and prepare questions before the interview. ____
- 5 Let's _____ by going through different ways of presenting your CV. ____

Mark: ____ / 5

Listening

2 🎧 Listen to a job interview. Circle the correct words to complete the description of the job Amanda was hoping to get.

Amanda was hoping to get a job on ¹**Thursdays and Fridays** / **Saturdays and Sundays** in the ²**cosmetics** / **women's clothes** department of a large shop.

3 🎧 Listen again. Circle the correct answer (a-c).

1 Which of these times does the interviewer want Amanda to work?

- a Monday to Thursday evenings.
- b All day at the weekends.
- c Evenings on Thursday and Friday.

2 Why is Amanda applying for the job?

- a She hopes that working there will help her future studies.
- b She needs to earn some money to help pay for school.
- c She hopes to get a full-time job there if she does well in her exams.

3 How would Amanda deal with a customer complaint?

- a She would try to find out exactly what the problem was.
- b She would refund the customer's money with no questions asked.
- c She would politely ask the customer to speak to the manager.

4 What do you find out about the travel expenses?

- a They aren't important to Amanda because she has a bike.
- b They aren't particularly generous in Amanda's opinion.
- c They pay expenses at €15.00 an hour if you travel far.

Mark: ___ / 10

Reading

The thatcher

Our popular feature *Amazing Jobs* takes a look at a really unusual occupation this week. Tim Darby left school at sixteen with very few qualifications, but, although he does admit to wishing he'd worked just a little bit harder at his studies, he has no regrets about leaving the classroom and finding a job. Only two years on from his last day at school, Tim finds himself up on a roof each day, working as a thatcher – one of the oldest, most traditional crafts that still survives in England. If you've ever visited a small English village, you may have seen the beautiful old roofs on ancient cottages which are made of thousands of long, thin water reeds, all packed tightly together. Well, they are difficult to maintain, and that's Tim's job. He spends his working life up a ladder in all weathers, putting together thatched roofs.

In his job, Tim travels all over southern England, so it wasn't easy to track him down, but eventually I found him on top of a 17th century cottage in a small village in the county of Dorset. He told me how he had been spending the last few weeks and what he would have been doing if it hadn't been the middle of summer.

'At this time of year, when it's warm and sunny, I'm up on the roofs restoring and reconstructing houses like this one,' said Tim. 'But if you'd met up with me back in February, you would have seen me doing a very different job – my favourite. In the colder months, our job is to cut the water reed, which grows in rivers. It's a thick, straight grass and if you gather it together in bundles and dry it, you'll have great thatch. It's traditionally used near the coast. If I was working in a village in the middle of the country, I'd be using something else – wheat, perhaps. So, our job is very seasonal and varied – preparing the thatch in the winter and repairing roofs in the summer.'

As we chatted, Tim went on to add that most of the work he got to do was on historic houses, and that he never got to work on anything new. He pointed out there were older, more experienced thatchers in his company whose expertise lay in the challenging art of creating new roofs on houses that had just been built. However, he has no great desire to get into that line of work.

'What I enjoy most about my job is having to push myself every day,' Tim told me. 'Thatching is highly-skilled work, so there's always something new to learn – and, of course, being in the open air in the summer is fantastic. If I hadn't got into this line of work, I'd probably be spending most of my days in an office or a shop in a dead-end job, and, of course, I'd be neither fit nor sun-tanned!'

4 Read the text. Are the sentences true (T) or false (F)?

- 1 According to the text, Tim Darby has a lot of qualifications. ____
- 2 Tim wishes he hadn't left school so young. ____
- 3 Tim's job is a very modern craft. ____
- 4 Tim spends a lot of time working outdoors. ____
- 5 The writer of the article met up with Tim during winter. ____
- 6 All year round, Tim restores and reconstructs thatched roofs on houses. ____
- 7 Tim's company never does any work on new houses. ____
- 8 Tim wishes that he had the opportunity to work on new houses. ____
- 9 Tim says that he doesn't enjoy learning all the new things needed to be a thatcher. ____
- 10 Tim sometimes wishes that he could do an office job. ____

Mark: ____ / 10

Writing

5 Study the two job advertisements. Then write a covering letter to apply for one of the jobs.

Online Music Journal – 6 April

MUSICFOREVER.COM
Music Advisor

We are looking to recruit organized and efficient people to listen to all the latest sounds and advise on current youth trends.

Applicants must know about music and fashion.

Online Games Review – 6 September

ORANGE SOFTWARE INTERNATIONAL
Virtual Game Tester

We are looking to recruit enthusiastic people to try out the latest virtual activities.

Applicants must be able to show plenty of experience of playing virtual games and must have an eye for detail.

Write your covering letter. Use the plan to help you.

Paragraph 1: Say where you saw the advertisement and mention that you are attaching your CV.

Paragraph 2: Give reasons for your interest in this job / company.

Paragraph 3: Refer the employer to specific details in your CV and show how they relate to the job.

Paragraph 4: Request an interview and say when you are available. Sign off formally.

Mark: ____ / 15

TOTAL MARKS: ____ / 40

Challenge!

6 Complete the text with the correct answer (a–d).

A first job

If you ¹ _____ the ² _____ majority of young people, they'll tell you that they want to ³ _____ on their own two feet, and not rely on their parents for money. That's why finding a first job is so important to young people. A careers advisor told me that ⁴ _____ impressions were vital at an interview. Young job applicants ⁵ _____ always be well-dressed, polite and enthusiastic, and never ⁶ _____ or too assertive. She also suggested ⁷ _____ very carefully before a job interview. Young people ought to prepare questions and know as much as possible about the job they ⁸ _____ for. If you're going for an interview, make sure it's a job you really want! You don't want to have ⁹ _____ thoughts, and wish you ¹⁰ _____ done something else.

- 1 a ask b will ask c asked d would ask
- 2 a big b vast c tiny d small
- 3 a land b stand c sit d fall
- 4 a clear b second c every d first
- 5 a should b would c could d need
- 6 a determined b modest c arrogant d confident
- 7 a prepare b preparing c to prepare d to preparing
- 8 a are apply b applies c is applying d are applying
- 9 a first b second c new d old
- 10 a was b have c had d were