

ENGLISH

Task 1: Make up sentences with following words to show the context in which they are used

1. Openings
2. Shortlisted
3. Trial run
4. Line manager
5. Notice period

Task 2: Complete the phrases, sometimes there are 2 words in one gap. Mind the hints:

1. During the summer holiday period, the office runs with a s ____ stuff to reduce costs.
2. The new manager quickly learned the ____ order in the team to establish authority.
3. Employee m ____ improved significantly after the company introduced weekly team-building activities.
4. Many workers dislike h ____ because it removes personal space at work.
5. Salary in ____ are usually given yearly, based on performance reviews.
6. Complete the sentences using the correct form of the following words: It's important to build ____ with your colleagues during your first week at a new job.
7. The weekly meetings often feel m ____ because the same topics are discussed repeatedly.
8. I try not to talk s ____ during lunch breaks; instead, I focus on personal conversations.
9. Most employees in the company k ____ at 6 PM, but some work overtime.
10. Attending seminars is an excellent way to focus on p ____ development and stay competitive in your field.

Task 3: Replace Definitions with the Phrases. Write your own ideas to replace the italicized definitions with the correct phrase

1. Understanding the **system of authority and accountability in an organization** is crucial for effective communication in the workplace.
2. Despite the **strictly organized timelines for completing tasks**, the team managed to meet the deadline.
3. Maria's **equivalent colleague in another department** collaborated with her on the international project.
4. New employees often struggle to understand their position in the **hierarchical ranking of authority within the team**.
5. The multinational corporation completed the **purchase of another company to expand its market share** last year.

6. Excessive **bureaucratic procedures that delay decision-making** can frustrate employees trying to innovate.
7. The company launched a new product as a **strategy to sell at a loss temporarily to attract customers**.
8. Candidates with extensive **knowledge gained from leading teams and managing operations** are preferred for senior roles.
9. Working in the tech industry has proven to be a **highly profitable and financially rewarding** career choice for many.

Task 4. Fill in the blanks to complete the phrasal verb. Mind the hints.

1. Let's p_____ in the team meeting for next Monday and confirm later.
2. You should _____ up your tasks before the deadline tomorrow.
3. The event was called _____ due to unforeseen circumstances.
4. Many employees clock _____ at 9:00 AM sharp to start their workday.
5. After falling behind on reports, I need to _____ up on with them this weekend.
6. Despite the tough workload, she continued to so_____ on to meet her goals.
7. If you keep sl_____ off during work hours, you might miss important deadlines.
8. It's essential to _____ down on the project to ensure its completion by the end of the week.
9. He had to sl_____ with emails after returning from his vacation.
10. She decided to talk _____ the proposal with her manager before sending it to the client.

Task 5. Text

Job satisfaction is influenced by multiple factors, from personal relationships to tangible benefits. While interest in the job itself may boost (1)_____ and contribute to performance, the key to long-term fulfillment often lies in external factors, such as support from colleagues and a positive workplace culture. According to Hoff's research, employees often value job security and benefits like (2)_____ over pay raises or promotions.

The rise of (3)_____ and remote working has further transformed workplace expectations. In the aftermath of the pandemic, many organizations now emphasize well-being and flexibility. However, challenges like (4)_____ — bureaucratic hurdles that slow down decision-making — remain significant in some industries.

Looking ahead, skills like creativity, social influencing, and (5)_____ will determine success in a rapidly evolving job market. As industries adapt to technological advancements, striking a balance between meaningful work and external rewards will continue to shape the global workforce.

Gap-Fill Options

1. a) morale b) pecking order c) mundane d) increments 2.a) short-term financial rewards b) paid holidays c) loss leaders d) capital assets 3.a) red tape b) automation c) hot-desking d) fast-paced work	4.a) reporting structure b) in-house training c) red tape d) skeleton staff 5.a) hammering out deals b) analytical thinking c) cold calling d) trade up
---	---

Comprehension Check Tasks

1. Multiple Choice Questions:

- What does Hoff's research suggest is the key to long-term job satisfaction?
- a) High salaries
- b) Interest in the job
- c) External factors like colleagues and benefits
- d) Work-life balance
-
- Which of the following does NOT directly affect job satisfaction, according to the text?
- a) Paid holidays
- b) Creativity
- c) Job security
- d) Bureaucratic hurdles

2. True or False:

- Employees now prioritize well-being and flexibility more than before the pandemic.
- The text states that automation will eliminate the need for analytical thinking.

Task 5. Decide whether you agree with the statement **“Hard work earns you more money is the biggest lie ever told”** Write argumentative essay (piece of writing that uses factual evidence and logical support to convince the reader of a certain way of thinking) Use vocabulary from previous exercises like Career prospects, Red tape, Fast-paced work, Stuck in a rut