

TA12. U5. Reading 1

Article 1: Flexible Work Schedules

Flexible work schedules have become increasingly popular as they allow employees to (1) _____ their personal and professional lives more effectively. Many companies now (2) _____ flexible working options to attract talented individuals who may prefer to work part-time or in (3) _____ arrangements. Employees often appreciate having control over their schedules, especially when dealing with stressful or (4) _____ tasks.

For those working in industries like hospitality or retail, shifts may vary significantly. A receptionist, for example, may have morning or evening (5) _____, depending on the employer's needs. Similarly, a babysitter might take on a casual or temporary role to help parents (6) _____ children during their busy hours.

In some cases, workers in these jobs might find their roles (7) _____, as dealing with clients or managing time effectively can be challenging. However, the experience gained through such positions often proves to be (8) _____. Skills such as time management, being organized, and maintaining a positive attitude are essential for career growth.

Companies often provide additional incentives, such as a (9) _____ for good performance, to encourage employees to stay committed to their roles. Ultimately, whether working on a casual or permanent basis, employees value opportunities to (10) _____ their professional skills.

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|----------------------|---------------|-------------------|----------------|
| 1. A. balance | B. organize | C. supervise | D. concentrate |
| 2. A. endure | B. employ | C. submit | D. offer |
| 3. A. casual | B. repetitive | C. unpaid | D. stressful |
| 4. A. organized | B. rewarding | C. repetitive | D. flexible |
| 5. A. qualifications | B. shifts | C. wages | D. references |
| 6. A. look after | B. resell | C. supervise | D. give up |
| 7. A. well-paid | B. stressful | C. responsible | D. available |
| 8. A. repetitive | B. rewarding | C. unpaid | D. temporary |
| 9. A. qualification | B. bonus | C. apprenticeship | D. shift |
| 10. A. apply for | B. put up | C. improve | D. promote |

Article 2: Skills for Career Success

In today's job market, developing the right skills is essential to succeed. Employers look for candidates who are (1) _____ and enthusiastic about their work. While qualifications are important, having practical experience through an (2) _____ or part-time job can give candidates an edge.

A teaching assistant, for instance, must be patient and (3) _____ in supervising classroom activities. This role helps develop essential skills like time management and the ability to (4) _____ tasks efficiently. Similarly, a babysitter learns how to (5) _____ children while building trust with parents.

On-the-job training is another valuable way to gain experience. Workers often have to (6) _____ challenging tasks or deal with stressful situations, especially in customer-facing roles. For example, a receptionist must manage client expectations while staying calm under pressure.

Employers may also offer financial rewards, such as a (7) _____, to recognize outstanding performance. However, not all jobs are well-paid or permanent; some roles may be casual or (8) _____, offering little stability. Despite these challenges, such jobs can still be (9) _____ for those looking to improve their skills and grow professionally. Ultimately, a mix of qualifications, experience, and a positive attitude can help employees (10) _____ their career goals.

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|----------------------|------------------|-------------------|---------------|
| 1. A. organized | B. responsible | C. available | D. flexible |
| 2. A. reference | B. qualification | C. apprenticeship | D. shift |
| 3. A. hard-working | B. stressful | C. organized | D. repetitive |
| 4. A. concentrate on | B. give up | C. supervise | D. balance |
| 5. A. supervise | B. look after | C. employ | D. put up |
| 6. A. endure | B. apply for | C. resell | D. promote |
| 7. A. salary | B. bonus | C. qualification | D. shift |
| 8. A. unpaid | B. rewarding | C. responsible | D. stressful |
| 9. A. challenging | B. rewarding | C. temporary | D. repetitive |
| 10. A. meet | B. achieve | C. improve | D. balance |