

**Exercise 1 Word list** contact, pay cut, freelancer, emotional intelligence, overlook, recruitment, fit in, level-headed, enhance efficiency, disciplinary, entry-level, influence decisions, temporary contract, compensation, avoid bias, build up, full-time, take control, provide feedback, hire

1. Companies should try to \_\_\_\_\_ when assessing candidates so that everyone has equal opportunities.
2. \_\_\_\_\_ is becoming increasingly important in leadership and teamwork.
3. The new manager managed to \_\_\_\_\_ of the situation and resolved the conflict quickly.
4. After several interviews, the company decided to \_\_\_\_\_ three new employees.
5. Many graduates start their careers in \_\_\_\_\_ positions to gain experience.
6. The recruitment process was long because the employer didn't want to \_\_\_\_\_ any strong candidates.
7. She works as a \_\_\_\_\_, which means she doesn't have a permanent contract with one employer.
8. The company offers a competitive \_\_\_\_\_ package, including bonuses and benefits.
9. He was employed on a \_\_\_\_\_ because the project was only expected to last six months.
10. Good leaders know how to \_\_\_\_\_ without being too controlling.
11. The internship helped her \_\_\_\_\_ with the rest of the team very quickly.
12. Employees were shocked when the company announced a \_\_\_\_\_ due to financial problems.
13. The new training programme aims to \_\_\_\_\_ and improve productivity.
14. After the probation period, she was offered a \_\_\_\_\_ position.
15. The HR department is responsible for the entire \_\_\_\_\_ process.
16. His calm and \_\_\_\_\_ attitude helped him deal with stressful situations.
17. Managers should regularly \_\_\_\_\_ to help employees improve their performance.
18. Young professionals need time to \_\_\_\_\_ their skills and confidence.
19. He was given a warning for \_\_\_\_\_ reasons after breaking company rules.
20. Having the right \_\_\_\_\_ in the industry can help you advance your career faster.

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**Exercise 2 Word list** self-employed, abandon, be qualified for, consumer, work under pressure, promotion, applicant, discontinue, gain experience in, earnings, cope with, retire, benefit, seek employment through agencies, permanent, contribute to, candidate, specialize in, sack, be responsible for

1. She decided to \_\_\_\_\_ her studies and start working full-time.
2. The successful \_\_\_\_\_ will be invited for a second interview.
3. After five years in the company, he finally received a \_\_\_\_\_.
4. One major \_\_\_\_\_ of the job is the flexible working schedule.
5. The company had to \_\_\_\_\_ several employees due to budget cuts.
6. He prefers a \_\_\_\_\_ contract rather than short-term work.
7. Modern businesses must understand the needs of the \_\_\_\_\_.
8. Her monthly \_\_\_\_\_ increased after she changed jobs.
9. She plans to \_\_\_\_\_ marketing and brand management.
10. He decided to \_\_\_\_\_ at the age of 67.
11. She is \_\_\_\_\_ organizing staff training sessions.
12. Students often \_\_\_\_\_ different fields during internships.
13. Every \_\_\_\_\_ must submit a CV and cover letter.
14. Many graduates \_\_\_\_\_ to find their first job.
15. You must \_\_\_\_\_ stressful situations in this role.
16. Working in emergency services means you have to \_\_\_\_\_ every day.
17. Everyone is encouraged to \_\_\_\_\_ team projects.
18. He is \_\_\_\_\_, so he works for several clients.
19. She is highly \_\_\_\_\_ the position thanks to her experience.
20. The company decided to \_\_\_\_\_ the outdated product line.