

VOICES COURSE 17 VOCABULARY TEST

Name: _____ Date: _____

Part 1: Complete the text with the correct words from the box.
Use each word **once only**.

Word Bank

skills • contract • stand out • flexible • hours • unemployed • employment • satisfaction •
competitive • opportunities

The Modern Workplace

Many people today face a highly _____ (1) job market. To increase their chances of success, they need to develop a variety of _____ (2) that employers value.

Communication, teamwork, and problem-solving are often considered essential.

When applying for a job, candidates should try to _____ (3) from the crowd by highlighting their achievements and experience. Employers often offer different types of _____ (4), ranging from permanent positions to temporary agreements.

Some workers prefer jobs with _____ (5) working arrangements because they allow them to balance their professional and personal lives more effectively. Others are mainly concerned with the number of _____ (6) they are expected to work each week.

Periods of being _____ (7) can be stressful, but they can also provide people with new _____ (8) to retrain or explore different career paths. Governments often introduce policies to improve _____ (9) rates and help people return to work.

Finally, job _____ (10) is an important factor in overall well-being. People who enjoy what they do are generally more motivated and productive.

Part 2: Complete the text with the correct words from the box.
Use each word **once only**.

Word Bank

identity • relationship • task • long-term • team • motivation • people

Success in the Workplace

Working successfully with others is an important part of modern employment. Building a positive _____ (1) with colleagues can improve communication and create a more pleasant working environment.

Many companies encourage employees to develop a strong professional _____ (2). They want workers to understand the organization's values and feel that they belong.

Employees are often expected to work as part of a _____ (3), sharing ideas and supporting one another to achieve common goals. Each person may be responsible for a specific _____ (4), but cooperation is essential for success.

Managers also need to understand what drives _____ (5). Factors such as recognition, career development, and fair treatment can increase _____ (6) and improve performance.

Finally, organizations that focus on _____ (7) goals rather than immediate results are often better prepared for future challenges.

Part 3: Complete the text with the correct words or phrases from the box.
Use each item **once only**.

Word Bank

**to settle • civilization • a historic site • period • be ruled by • inhabitants • rural
• date from / back to**

Many ancient societies chose _____ (1) near rivers because these areas provided water, fertile land, and transportation. Over time, these communities developed into powerful _____ (2) that influenced future generations.

Today, archaeologists study _____ (3) to learn more about how people lived in the past. These places often contain buildings and objects that _____ (4) hundreds or even thousands of years ago.

During a particular _____ (5) of history, some regions would _____ (6) kings or foreign empires. The laws and customs introduced by these rulers often shaped local traditions.

In many _____ (7) areas, people have preserved old ways of life that reflect their cultural heritage. The _____ (8) of these communities play an important role in protecting and sharing their history with visitors.

Part 4: Read the text below and fill in each blank with the most appropriate word or phrase from the word bank provided. You may need to change the tense or form of the verbs to fit the sentence grammatically.

Word Bank

making up excuses / hide my emotions / pretend / suspicious / spread lies / blame / cheat / dishonest / tell a white lie / honest

The Office Mystery

It was a typical Tuesday morning until Sarah noticed that her project proposal had been submitted under someone else's name. She knew immediately that a colleague had tried to (1) _____ on the quarterly evaluation by stealing her work. Instead of confronting the team right away, Sarah decided to (2) _____ and act as if nothing was wrong. It was difficult to (3) _____ because she was absolutely furious inside, but she needed time to gather evidence.

She became highly (4) _____ of her desk neighbor, Mark, who had been asking a lot of questions about her files the previous week. When she casually asked him if he knew anything about the missing proposal, Mark started stuttering and (5) _____ about traffic and lost emails, which only made him look guiltier.

Sarah didn't want to point fingers without proof, as she didn't want to falsely (6) _____ anyone for the incident. However, the situation worsened when someone began to (7) _____ about Sarah's work ethic, claiming she was the one who was being (8) _____ and lazy.

Thankfully, the truth came to light when the IT department checked the file history. To resolve the tension, their manager decided to be completely (9) _____ with the team during the afternoon meeting, laying out exactly what happened. Mark was forced to apologize. He admitted he had panicked about his own performance, but realized that even if you just (10) _____ to protect someone's feelings, deception in the workplace always backfires.

Good luck!