

## Business English Test unit 13-15

1. Put the words in the gaps. There is **one extra word**

|            |        |          |           |            |           |        |        |           |
|------------|--------|----------|-----------|------------|-----------|--------|--------|-----------|
| applicants | degree | training | employees | experience | unskilled | skills | set up | desirable |
|------------|--------|----------|-----------|------------|-----------|--------|--------|-----------|

1. You must have a/an ..... in Chemistry to work in this library
2. Computer ..... is something which is necessary for the job of an accountant.
3. If you are applying for the job of a property agent, knowledge of English and Russian is .....
4. The company also offers .....positions such as the job of a gardener
5. If you start working as a cashier in our store on the job ..... is provided.
- 6 ..... should present a CV on the day of the interview.
7. To .....an interview please contact Alice Green between the hours of 9am to 5 pm.
8. The applicant is rejected because he doesn't have any..... as a laboratory worker

Extra:.....

2. Fill the text with the correct word. There's one extra

|        |            |       |           |          |               |
|--------|------------|-------|-----------|----------|---------------|
| salary | retirement | perks | full-time | benefits | vacation time |
|--------|------------|-------|-----------|----------|---------------|

Our company offers a .....position as a restaurant manager. That means you have to work 40 hours a week with two days- off at the weekend. Your base.....will be 2,500 Euro per month. As a regular worker you will be provided with all the ....., such as health insurance and a ..... plan. Your paid ..... is 20 days in addition to the public holidays.

Extra word:.....

3. Translate

- 1. подписвам договор ..... а .....
- 2. прекратявам договор ..... а .....
- 3. постоянна работа ..... job
- 4. временна работа ..... job
- 5. работа на 4 часа .....- time job
- 6. работа на 8 часа.....- time job