# UNIT 6: FUTURE JOBS

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| --- | --- |
| **I.** | **Choose the word with main stress placed differently from that of the others.** |
| 1. | a. accompany | b. category | c. resume | d. | advice |
| 2. | a. retail | b. vacancy | c. interview | d. | fantastic |
| 3. | a. responsibility | b. recommendation c. electrician | d. | qualification |
| 4. | a. confident | b. impression | c. employment | d. | diploma |
| 5. | a. experience | b. suitable | c. concentrate | d. | comment |
| 6. | a. polite | b. honest | c. enthusiasm | d. technique |
| 7- | a. irrigation | b. manufacture | c. imaginary | d. | engineer |
| 8. | a. workforce | b. journalist | c. interested | d. throughout |
| 9. | a. popularity | b. congratulate | c. disappointed | d. | advertisement |
| 10. | a. financial | b. pressure | c. technical | d. | advertise |

##### Complete each of the sentences with an appropriate verb from the box.

Offer interview looking for concentrate prepare commented admit employed advertised create

* + 1. If you don’t well you are unlikely to get the job.
		2. I saw the job on the Internet.
		3. The first step in a job search is to an up-to-date CV.
		4. I prefer to your recent interview and am pleased to you the post of editor.
		5. A large part of the workforce is in agriculture.
		6. During the interview, you should on what the interviewer is saying and try to answer his questions clearly.
		7. He was honest enough to his mistake.
		8. It’s hoped that the scheme will new jobs in the region.
		9. He got made redundant, so now he is work again.

10. Researchers who read the report that it has many errors.

##### Complete the passage with the correct form of the word in brackets.

So you’ve found a job that you want to apply for. What next? Usually you phone the company and ask for an (1) (apply) form and a job (2) (describe). The (3)

 (advertise) will often have a reference number, so make sure you have that handy when you call. Think (4) (careful) about the job - is this the job you want? Could

you do it? OK, you have the form in front of you - either a paper copy or on your computer. Some good advice is to take your time and make sure that the (5) (inform) you give is specific to this job and not just general. Remember that this is the first (6)

 (impress) that an (7) (employ) will have of you, and they will probably

have a lot of applications - if it is messy, or filled in (8) (correct), it will go straight into the bin! Fill in all parts of the application form - if you think it doesn’t apply to you, write *n/a,* which means ‘not applicable’, but don’t leave blanks. After you’ve completed the form, most applications will also ask you to include a (9) (cover) letter. This is your chance to shine. Why are you the best person for the job? Why are your experience and (10)

 (qualify) relevant and what personal qualities do you have that would (11) (beneficial) the employer? Don’t be modest here, but don’t lie - if you say that you speak (12)

 (fluency) Spanish, and you can actually only say hello and goodbye, you are asking

for trouble!

##### Fill in each gap with an appropriate preposition.

* + 1. She’s very keen getting a highly-paid job.
		2. We’re interviewing the job in the Sales Department.
		3. He was tempted to give freelancing and get a regular job.
		4. She made helpful comments my work.
		5. Try to make an immediate impression your interviewer.
		6. You may jot your qualifications and experience that can relate the job.
		7. I’ll tell you how to succeed a job interview.
		8. I decided to concentrate all my efforts finding a better-paid job.
		9. He’s been work since the factory closed.
		10. Ask somequestions to show that you’re interested the interview

and that you have prepared well it.

##### Write all the relative pronouns or relative adverbs possible to complete each sentence. Write 0 if the sentence is correct without adding a pronoun or adverb.

* + 1. Studentsget below-average exam results do not have the best prospects.
		2. Only about 70 people live on Lundy Island, lies off the coast of Devon.
		3. Accidents happen at night usually involve fewer people.
		4. Marian Evans, wrote under the name of George Eliot, was a great novelist.
		5. Religion is a subject on people hold very firm opinions.
		6. The scientist we met yesterday is well known for her research.
		7. Do you know the date we have to hand in the essay.
		8. The Queen’s eldest son is Charles, marriage to Diana ended in 1996.
		9. No one cares about the starving people for the aid is intended.
		10. Leanne wishes she still had the camera James broke.
		11. Steve couldn’t understand the woman Hannah was interviewing.
		12. don’t understand the assignment the professor gave us for next Monday.
		13. I live in a dormitory residents come from many countries.
		14. His new shirt didn’t fit, so Dan took it back to the store he’d bought it.
		15. She usually came to work late, upset her boss.

##### All of these sentences contain errors in affective clause structures. Correct the errors.

* + 1. I show my father the picture of the car I am going to buy it as soon as I save enough

money

* + 1. Something happened yesterday has been worrying me.
		2. I’m having a visit from my favourite aunt who lives in London.
		3. Isn’t that the hotel which Greg and Sally had their wedding reception?
		4. I talked to many people, but none of them could give me any useful information.
		5. The police wouldn’t tell us the source of the information on they were acting.
		6. Olga wrote on a topic about that she, knew nothing.
		7. Washington is the man to who Americans owe their independence.
		8. The new college which cost £80 million to build opens this week.
		9. We are a first-class company which products have a reputation for quality.
		10. They live in Pens ford, that lies just south of Bristol.
		11. The apple tree that we planted it last year is producing.
		12. They are the generation who’s father fought in the Vietnam War.
		13. I can’t remember the name of the island which the aircraft landed.
		14. Ann quit her job at the advertising agency, this surprised everyone.

##### Write the information in brackets as a relative clause in an appropriate place in the sentence. Give all possible relative pronouns, but if you can leave them out, put them in brackets. Make sure you put in commas where necessary.

* + 1. Later in the program we have an interview with Peter Svensson. (last week he became the first man to row solo across the Indian Ocean)
		2. Carla’s restaurant is very good value, (it serves a range of Mediterranean dishes)
		3. The New Zealand rugby team are clear favourites to win the match, (all of its members weight over 100 kilos)
		4. Susie brought home a kitten, (she’d found it in the park)
		5. The story is about a teenage boy. (his ambition is to become an astronaut)
		6. Paul has got a job with Empirico. (its main product is electric light bulbs)
		7. Politicians should give more consideration to the working people, (they represent them)
		8. Among the group of people was Professor Rogers. (I had last seen him in Oxford twenty years earlier)
		9. I live on a small road, (it leads down to the river)
		10. Monet’s earlier paintings are in a new exhibition in London, (many have never been seen in this country before)
		11. Ian Mciver has become managing director of Europe’s largest food retailer, (his first job was selling vegetables in a market)
		12. Douglas has a new girlfriend, (she works in the library)
		13. My Volkswagen Golf is a very reliable car. (I bought it in 1980)
		14. Brian Brookes will be present at its official opening, (the Brookes art gallery is named after him)
		15. The candidate didn’t win the election. (I voted for her)

##### Combine the two sentences into one, using adjective phrases.

* + 1. The dam was holding back the water. Then it suddenly gave way.
		2. Some buildings were hit by bombs. They are still burning.
		3. Some people want to smoke. They have to leave the building.
		4. The experiment was conducted at the University of Chicago. It was successful.
		5. A shot was fired that day. It signaled the start of the American Revolution.
		6. Kuala Lumpur is the capital city of Malaysia. It is a major trade center in Southeast Asia.
		7. Tourists take the train from London to Stratford. They have to change at Coventry.
		8. Be sure to follow the instructions. They are given at the top of the page.
		9. People were walking across the bridge. They could feel it swaying.
		10. Simon Bolivar was a great South American general. He led the fight for independence early in the 19th century.

##### Complete the second sentence, using an infinitive relative clause.

* + 1. The US dropped an atom bomb. No other country had done that before.

The US was the first country

* + 1. The protesters had no weapons. They couldn’t defend themselves.

The protesters had no weapons

* + 1. Henry VIII of England married six times. No other king did that.

Henry VIII of England was the only king

* + 1. John F. Kennedy was assassinated, which hasn’t happened to any US President since. John F. Kennedy was the last US president
		2. The government has little money, it can’t tackle the many social problems.

The government has little money

* + 1. New Zealand gave women the right to vote. No other country had done that before. New Zealand was the first country
		2. I think China will host the Olympic Games soon. It’ll be their turn next.

I think China will be the next country

* + 1. Voters are faced with a lot of parties. They can choose from a large number. Voters are faced with a lot of parties
		2. At 24, William Pitt became Prime Minister. No one else so young has ever done that. At 24, William Pitt was the youngest person
		3. The pilot survived the crash. No one else on the plane survived.

The pilot was the only person

##### X. Write a letter of application. Use the cues given.

Dear Mr. Philips

1. 1/ interested/ apply/ post/ desk editor/ advertise/ The Independent’/ yesterday//
2. My reason for applying/ 1/ work/ 10 years/ an assistant editor/ small publishing company//
3. now/ 1/ look/ post/ offer me/ more responsibility and independent/ make/ editorial and organizational decisions//
4. 1/ enjoy/ the challenge/ work/ tight deadlines/ produce/ high quality books//
5. 1/ have/ fast and accurate keyboard skills/ and familiar/ all modern publishing computer software//
6. I would/ able/ attend/ interview/ any time/ convenient/ you//
7. 1/ look forward/ hear/ you//

Yours sincerely, Olivia James

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| **TEST 1** |
| **I.** | **PRONUNCIATION** |
| **Choose the word that has the underlined part pronounced differently from that of the others.** |
| 1. | a. vacancy | b. wholesale c. retail d. category |
| 2. | a. neat | b. create c. piece d. keenness |
| 3. | a. future | b. resume c. pressure d. enthusiasm |
| 4. | a. honest | b. humour c. honour d. hour |
| 5. | a. whether | b. enthusiast c. clothes d. though |
| **II.** | **LANGUAGE FOCUS** |
| **A.** | **Choose the one word or phrase -a, b, cord- that best completes the sentences.** |
| 6. | The exercise-with-answer-key format makes the book suitable self-study. |
|  | a. for | b. to c. of d. in |
| 7. | It’s piecework, so how much you earn depends how fast vou can work. |
|  | a. in | b. on c. of d. to |
| 8. | The job offer was too good for Jennifer to turn  |
|  | a. off | b. away c. out d. down |
| 9. She has been for an interview for the manager’s job. |
|  | a. called | b. carried c. hold d. brought |

* 1. The agency will let you know if they have any suitable
		1. redundancies b. vacancies c. abilities d. capabilities
	2. One condition of this job is that you must be to work at weekends,
		1. available b. capable c. acceptable d. accessible
	3. A skilled will help candidates feel relaxed.
		1. interview b. interviewing c. interviewee d. interviewer
	4. The company employs a of nearly 5000.
		1. workload b. workman c. workforce d. workout
	5. With so much , I’m lucky to be in work.
		1. employees b. employers c.' employment d. unemployment
1. really wanted to create a good at the start of the interview.
	1. preparation b. impression c. expression d. explanation

##### Choose the one word or phrase -a, b, c or d- that best completes the sentences.

1. People can speak English can be understood in many countries.

a. whose b. who c. whom d. which

1. Do you remember Mr. Darnell, taught us English Literature?
	1. who b. whom c. that d. which
2. Violent tropical storms occur in western Asia are called typhoons.
	1. that b. it c. whichit d. when it
3. Martin tried on three jackets, fitted him.
	1. all of them b. none of which c. none of them d. all of those
4. Yesterday we visited the City Museum, I’d never been before.
	1. which b. where c. to that d. to which
5. The problem never occurred.
	1. I hadn’t expected it b. that I had expected it

c. which I have expected d. I had expected

1. The architect Mario works is brilliant.
	1. whom b. that c. with whom d. with who
2. Bogota, is the capital of Colombia, is a cosmopolitan city.
	1. who b. which c. that d. where
3. On July 20, 1969, Neil Armstrong became the first person foot on another celestial body.
	1. set b. setting c. to set d. who was set
4. Many of the pictures from outer space are presently on display in the public library.
	1. sent b. sending c. having sent d. that sent
5. It may be the most important decision you will ever take.
	1. which b. what c. that d. of which
6. Is that the man was broken into two days ago?
	1. whose house b. the house of whom

c. who’s house d. of whom the house

1. The reason he was absent from school is that he had an accident.
	1. why b. in which c. that d. which
2. Jan didn’t fill her car up with petrol before she left, was careless of her.
	1. which b. it c. that d. what
3. It is only recently that ballets have been based on themes American life.
	1. reflects b. reflecting c.reflected d. that reflected

##### Identify the one underlined word or phrase - A, B, C or D - that must be changed for the sentence to be correct.

1. Before I came here, I didn’thave the opportunity to speak to people their

A B C D

native tongue is English.

1. No one has said anything would persuade me to change my mind.

A B C D

1. The girl sitting in the red chair is the person to who you must give this envelope.

##### A B C D

1. Some snakes have hollow teeth they are called fangs that they use to

A B C

poison their victims.

D

1. Although her friends tried to convince her to apply for the job at the

 A B C

factory, Christine resisted to make an application.

D

##### READING

1. **Fill in each blank with one appropriate word from the box.**

interview applicant impressing cooperate discussions personnel process first suitable directly

A job interview is a conversation which occurs between a potential employer and a job

(36) . During the job interview, the employer hopes to determine whether or not the applicant is (37) for the job, while the applicant tries to learn more about the position while also (38) the employer. As a general rule, a job interview is an important part of the (39) of applying for a job, and it may range in formality from a casual conversation to a series of serious (40) with an assortment of people working within the company.

Depending on the size of a company and its organization, an applicant may only have one job (41) This is common with small businesses, in which candidates are often interviewed (42) by the employer. In other cases, a representative of the human

resources department may interview a candidate (43) , and then he or she will go

through a series of interviews with potential supervisors and other (44) . Larger companies may also have interview panels with multiple members who (45)

 to make a decision.

##### Read the following job advertisements, then decide whether the statements are true

**(T) or false (F).**

For recent college graduates or professionals beginning a new job search, a job hunt can be an exhausting process. One of the reasons is that, according to the experts, to be successful in your job search, you have to "market" yourself, and many people just don’t know how.

The two of the most important building blocks for a successful job search: the resume and cover letter. The purpose of a resume is to tell an employer what a person has done in the past. The cover letter tells the prospective employer what skills and abilities the job seeker has that will allow them to be successful in the future with their company. Each cover letter should be crafted to be very specific to the job applied for. It is recommended never having a resume longer than one page. Anything beyond that won’t get read. Most resumes are read, on average, for eight seconds.

If you have limited work experience, like a new college grad, consider creating a functional resume that emphasizes skills. For example, near the top of your resume you would list such skills as knowledge of specific software, bilingual skills, or relevant volunteer experience. In both resumes and cover letters, always use high quality paper. Stay away from

slang language and avoid using contractions.

All experts agree that thank you notes for an interview need to be sent within one day of an interview. Thank you notes can tip the scales in your favor. Thank you notes also give you the opportunity to point something out about yourself that you didn't make clear during the interview process.

1. A resume describes how you can contribute to the company in the future.
2. A different cover letter should be written for each job you apply for.
3. Resumes are usually looked at only very briefly.
4. A functional resume mainly describes your experience.
5. Resumes and cover letters should be written in formal language.
6. A thank you note can increase your chances of getting the job.

##### SPEAKING

1. “Hello, may I speak to Mr. Washington, please?” “ .”
	1. No, you may not b. That’s right c. Hold on, please d. You’re welcome
2. “Let’s have some classical music. ”
	1. Never mind b. Good idea c. I think so d. With pleasure
3. “Would you mind washing the dishes?” “ I’ll do it now.”
	1. Not at all b. It’s my pleasure c. Never mind d. Certainly
4. “It’s a lovely day! Shall we go for a walk?” “ .”
	1. No, thanks b. Yes, we shall c. I’m afraid not d. All right
5. “Would you like to have dinner with us?” “ . Thank you.” ,,
	1. Yes, I like b. Yes, I’d love to c. I agree d. No, not at all.

##### WRITING

**Choose the sentence - a, b, c or d - made from the given cues.**

1. People/ work/ offices/ have/ five-day week/ often/ say/ nine-to-five job//
	1. People work in offices that have a five-day week and are often said to have a nine-to- five job.
	2. People who work in offices have a five-day week and are often said to have a nine-to- five job.
	3. People working in offices have a five-day week and often say to have a nine-to-five job.
	4. People worked in offices which have a five-day week and are often said to have a nine-to-five job.
2. Many workers/ belong' trade unions/ provide/ support/ workers/ disputes/ employers.
	1. Many workers belong to trade unions, which provide support for workers in disputes with employers.
	2. Many workers belong to trade unions, that provide support for workers in disputes with employers.
	3. Many workers belong to trade unions, who provide support for workers in disputes with employers.
	4. Many workers belong to trade unions whose provide support for workers in disputes with employers.
3. number/ American women/ employment/ double/ the 1960s//
	1. A number of American women for employment doubled in the 1960s.
	2. The number of American women in employment have doubled since the 1960s.
	3. The number of American women in employment has doubled since the 1960s.
	4. A number of American women in employment has doubled since the 1960s.
4. job interview/ chance/ employer/ what/ hired
	1. Job interview is your chance to show an employer what he or she get when you will be hired.
	2. A job interview is a chance for your showing an employer what he or she will get if your hired.
	3. The job interview is a chance for you to show an employer what he or she will get unless you are hired.
	4. A job interview is your chance to show an employer what he or she will get if you are hired.

**TEST 2**

##### PRONUNCIATION

A. **Choose the word that has the underlined part pronounced differently from that of the others.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | a. wear | b. clear | c. real | d. | gear |
| 2. | a. application | b. education | c. addition | d. | question |
| 3. | a. resume | b. retail | c. reduce | d. | remember |
| 4. | a. advantage | b. adventure | c. advertise | d. | advice |
| 5. | a. character | b. challenge | c. technical | d. | psychology |
| **B.** | **Choose the word that has the main stress placed differently from that of the others** |
| 6. | a. reduce | b. retail | c. repair | d. | relate |
| 7. | a. advertise | b. qualify | c. recommend | d. | interview |
| 8. | a. enthusiasm | b. category | c. vacancy | d. | resume |
| 9. | a. manufacture | b. irrigation | c. electrician | d. | receptionist |
| 10. | a. confidence | b. experience | c. financial | d. technique |

1. **LANGUAGE FOCUS**
2. **Choose the word or phrase - a, b, c or d - that best completes the sentence.**
3. She has been work with a bad back since July.
	1. on b. out c. at d. off
4. She is not very keen going to Spain again so soon for holidays.
	1. for b. on c. of d. to
5. We shall discuss the problem as it relates our specific case.
	1. to , b. of c. with d. in
6. I’m with this job. I feel bored with doing the same things all the time.

a. fed up b. made for c. taken out d. put over

1. Please your suggestions on a piece of paper and give them to me.
	1. take on b. fill in c. count out d. jot down
2. During the interview, you should show your to work and your sense of responsibility.
	1. interest b. fascination c. keenness d. expression
3. Many unemployment people welcome the chance to do purposeful work, even if .
	1. unpaid b. unsuitable c. unprepared d. unpleasant
4. Despite her as an accountant, she was still the best employee we could ever hope for.
	1. advantages b. shortcomings c. qualifications d. experiences
5. The questions are the central point of the whole interview should be planned in advance.
	1. procession b. comment c. procedure d. discussion
6. There are few employment prospects for young people.
	1. qualify b. qualification c. qualified d. unqualifiedand
7. I shall do the job to the best of my .
	1. capacity b. ability c. knowledge d. talent
8. Although we’ve been interviewing all day, we haven’t managed to find a suitable for the position of sales manager.
	1. applying b. application c. applicant d. applicator
9. People usually use more language when they’re in serious situations like interviews.
	1. formal b. informal c. serious d. solemn
10. We were all impressed by his to listen and learn.
	1. interest b. honesty c. willingness d. enthusiasm
11. Before your offer, I’d like to know a bit more about the company.
	1. making b. refusing c. preparing d. accepting

##### Choose the word or phrase - a, b, c or d - that best completes the sentences.

1. There were 35 passengers on the coach, were British.
	1. almost all who b. almost all of who

c. of whom all almost d. almost all of whom

1. John F. Kennedy was the youngest President of the United States and the fourth .
	1. to assassinate b. to be assassinated

c. who assassinated d. who is assassinated

1. Yesterday morning I ran into a woman I had gone to elementary school.
	1. whom b. with who c. with whom d. Ø
2. Fred’s yearly income since he professions.
	1. nearly tripled - changed b. nearly tripled – has changed

c. has nearly tripled - changed d. was tripled - changed

1. Cable cars are moved by cables underground and are powered by a stationary engine.
	1. their run b. that they run c. run d. that run
2. We often go to visit our friends, live in Bristol.
	1. that b. whom c. who d. whose
3. My boss gave Peter, , the promotion.
	1. he had always preferred b. whom he had always preferred

c. he had always preferred him d. that he had always preferred

1. Ricky Martin, of the band Menudo, attained great popularity in the late 1990s.
	1. who formerly member b. a former member

c. was a former member d. that was a former member

1. Mr. North teaches a class for students native language is not English.
	1. which b. whose c. who d. those who
2. My cousin is going to come and stay with us this summer holiday.

|  |  |  |
| --- | --- | --- |
| a. | who I talked to you | b. about who I talk to you |
| c. | whom I talked to you about her | d. I talked to you about |

1. We saw three houses, had Been blown off in the storm.

a the roof of which b. their roof c. the roof of them d. of which the roof

1. The bread my mother makes is much better than you can buy at a store.
	1. that b. which c. those which d. that which
2. Picasso, works inspired many other artists, lived until he was a ripe old age.
	1. who b. whose c. that d. which
3. The children were quite attracted by the tamer and his animals were performing on the stage.
	1. who b. which c. whom d. that
4. The house ten years ago. I was bornand grew up was destroyed in an earthquake
5. which b. in that c. where d. in where

##### Identify the one underlined word or phrase - A, B, C or D - that must be changed for the sentence to be correct.

1. There are some people in the government try to improve the lives of poor people.

A B C D

1. If the team started the project a month earlier, they would be finished by now.

A B C D

1. Modern American women, who lives have become more and more stressful

A B

and career-oriented, still have longer life expectancies than men do.

C D

1. There are ten universities in Thailand, seven of them are located in A B C

Bangkok, the capital city.

D

1. Floods which cause billions of dollars worth of property damage in the A B C

United States annually.

D

##### READING

1. **Choose the word or phrase - a, b, c or d - that best fits the blank space in the following passage.**

What do you do well? What do you enjoy doing? Your answers to these two questions will help you identify your (46) . An employer will consider you seriously for a (47) when you can show them that you know who you are, (48) you can offer and where you are going. Sometimes it is difficult to know what your weaknesses are. Clearly not everyone is equally good (49) everything. You may need to improve in some areas so (50) courses in that area could turn a weakness into strength.

 You will need to (51) some time on your self-assessment Your honesty

and the desire for self-improvement will lead to (52) in getting the right job. Explore the following seven areas to start to get to know (53) : your aptitude, your skills, your (54) , the level of responsibility you feel comfortable (55),

|  |  |  |
| --- | --- | --- |
| your interests and your needs.46. a. strengthen b. strengths | c. strong | d. strengthening |
| 47. a. location | b. spot | c. vacancy | d. position |
| 48. a. that | b. which | c. what | d. when |
| 49. a. at | b. in | c. on | d. for |
| 50. a. making | b. taking | c. meeting | d. interviewing |
| 51. a. use | b. lose | c. spend | d. pass |
| 52. a. succeed | b. successful | c. successfully | d. success |
| 53. a. yourself | b. yours | c. your | d. you |
| 54. a. person | b. personal | c. personally | d. personality |
| 55. a. to | b. with | c. into | d. about |

##### Read the passage carefully, then choose the correct answer.

When most people interview for a job they are very nervous. Being nervous for an interview is natural but if you're prepared you will feel more confident and you'll be more likely to get the job. Read the following tips on interviewing and try them On your next job interview.

**Before the Interview**; Make a list of a few of the strong points that you want to emphasize in the interview. Think of things that make you good at that job. Get your clothes

ready. Make sure it is clean and ironed and the shoes look good. Call for directions to get to the place where the interview is going to be. **Research** the company. Look for information about the company in the Internet or talk to people you know who work there. The more you know, the more informed you will be in the interview. Practice interviewing. Have a friend pretend that they are the person who will interview you. Have them ask you interview questions and practice answering them with confidence.

**During the Interview**: Arrive to the interview a few minutes early. When you meet the interviewer, make eye contact, smile, and give them a firm handshake. It's important that you make a good first impression. Most interviewers will make a judgment about you in the first five minutes. During the interview speak with confidence and sit up straight in the chair. Make sure you talk about your strong points that you put on the list you prepared before the interview.

**After the Interview**: Thank the interviewer for the interview. Go home and send them a thank you note. Put it in the mail immediately.

1. Which of the following is NOT mentioned in the article?
	1. Arrive early to the interview.
	2. Call for direction to get there.
	3. Bring your school certificates to the interview.
	4. Smile when you meet the interviewer.
2. What does the word “research” in the second paragraph?
	1. Call the company.
	2. Write an article about the company.
	3. Write a letter to the administrator of the company.
	4. Find out information about the company.
3. Which of the following is NOT a good way to make a positive first impression?
	1. Give a firm handshake b. Make eye contact

C. Smile ; d. Explain yoursalary requirements

1. Which is NOT an example of a strong point that you should mention in the interview?
	1. I have experience in this kind of job.
	2. I was sometimes late for work at my last job.
	3. I am a hard-working person.
	4. I was a supervisor at my last job.
2. Which of the following should NOT be included in a thank you note for an interview?
	1. Thank the person for the interview.
	2. Mention again why you would be good at the job.
	3. Tell them you really need the job.
	4. Tell them how they can contact you (your phone number and e-mail address).

##### WRITING

**Choose the sentences - a, b, c or d - which is closest in meaning to the printed one.**

1. The people who were at the meeting didn’t notice anything unusual.
	1. The people who were at the meeting noticed something usual.
	2. No one who was at the meeting noticed something unusual.
	3. The people who were at the meeting didn’t notice usual things.
	4. No one who was at the meeting noticed the usual things.
2. It was only because I owed Bill a favour that I agree to help him.
	1. I agreed to help Bill only as a favour.
	2. I agreed to do Bill a favour by helping him.
	3. I only agreed to help Bill because I owed him some money.
	4. If I hadn’t owed Bill a favour, I wouldn’t have agreed to help him.
3. Although he was very tired, he agreed to help his child with his homework,
	1. Despite of his tiredness, he was eager to help his child with his homework.
	2. Tired as he was, he agreed to help his child with his homework.
	3. Even if feeling very tired, he agreed to help his child with his homework.
	4. He would have helped his child with his homework if he hadn’t been tired.
4. It’s Dick’s job to look after the tender plants in the garden.
	1. Dick enjoys looking after the tender plants in the garden.
	2. Dick is responsible for looking after the tender plants in the garden.
	3. Looking after the tender plants in the garden is liable for Dick.
	4. The tender plants in the garden give Dick opportunity to work.
5. My suit needs to be cleaned before the interview but I’m too busy to do that.
	1. I must have my suit cleaned before the interview.
	2. I must have my suit to be cleaned before the interview.
	3. I must clean my suit before the interview.
	4. I must get my mother clean my suit before the interview.

# TEST YOURSELF

##### Choose the word that has the underlined part pronounced differently from that of the others.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | a. | manufacture | b. future | c. nursery | d. secure |
| 2. | a. | certificate | b. central | c. decision | d. social |
| 3. | a. | interviewed | b. finished | c. worked | d. dressed |

1. **Choose the word that has the main stress placed differently from that of the others.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4. | a. application | b. university | c. economic | d. enthusiasm |
| 5. | a. proficient | b. preference | c. argument | d. interviewer |

1. **Choose the word or phrase - a, b, c or d - that best completes the sentence.**
2. I succeeded my job through sheer hard work.
	1. with b. on c. in d. from
3. I must congratulate you your excellent exam results.
	1. in b. on c. for d. about
4. The government hopes to its plans for introducing cable TV.
	1. carry out b. turn out c. carry on d. keep on
5. The driver and the three passengers in the accident were taken to the nearest hospital.
	1. injuring b. injured c. to beinjured d. who injured
6. Most foreign students don’t like American coffee, and
	1. I don’t too b. either don’t I c. neither don’t I d. neither do I
7. He asked me what to do after I graduated.
	1. did I intend b. I intended c. would I intend d. I had intended

12 .the government fall, the stock market will crash.

1. Provided b. In case c. Should d. Had
2. He always did well at school having his early education disrupted by illness,
	1. on account of b. in spite of c. in addition for d. because of
3. I’m thinking of changing my job because there are few of promotion.
	1. sources b. vacancies c. aspects d. prospects
4. A home computer an opportunity for convenient and efficient work at home.
	1. provides b. is provided c. which provides d. providing it
5. After the car crash last night, all the injured to the hospital in an ambulance.
	1. was rushing b. were rushing c. were rushed d. was rushed
6. ‘I’m terribly sorry I behaved in such a childish way.’ ‘ ’
	1. Don’t say that. b. That’s right. c. You’re welcome. d. Never mind.
7. Paul is a very character; he is never relaxed with strangers.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | self-conscious b. self-confident | c. self-satisfied | d. selfish |
| 19. | I have just found the book | . |  |

* 1. you were looking for b. which you were looking

c. for that you were looking d. you were looking

1. ‘I passed the final exam.’ ’
	1. Best wishes! b. Good idea. c. Congratulation! d. With pleasure.

##### Give the correct form or tense of the verb in brackets.

1. My boss had his assistant (send) the document to him while he was away on business.
2. I’m really tired today. I wish I (not stay) late at the party last night.
3. We were late because of the traffic jam. By the time we (get) to the train station, Susan (wait) for us more than two hours.
4. It (be) a much more serious accident had she been driving fast at the time.
5. It’s twenty years since I (work) in Germany and my German is pretty rusty now.

##### Give the correct form of the word in brackets.

1. ‘What kind of job do you have?’ the manager asked the applicant, (qualify)
2. At the end of the interview, the asked if he could be shown

around the company, (interview)

1. We couldn’t go on holidays last year because I was for ten months, (employ)
2. Artists must be ; otherwise they just repeat what they see or hear, (create)
3. Representatives supported her comments on the need to reform family law. (enthusiast)

##### Identify the one underlined word or phrase - A, B, C or D - that must be changed for the sentence to be correct.

1. Both the red and the white poppy grows wild in mountainous areas that

A B C

receive a lot of sun.

D

1. The windmill, which has been used for hundreds of years to pump water A B C

and grind grains, it is now being redesigned to produce electricity.

D

1. An interview is a meeting in that you are asked questions to see if you A B C

are suitable for doing a job.

D

1. Small computers need only a small number of power, which means that

A B

they will run on small batteries.

C D

1. The average American college costs more than eight thousands dollars per year.

A B C D

##### Choose the word or phrase - a, b, c or d - that best fits the blank space in the following passage.

The reality of an interview is never as bad as you fears. For some (36) people imagine the interviewer is going to jump on every tiny mistake they make. In truth,

the interviewer is as (37) for the meeting to go on well as you are. It is what makes

his or her job enjoyable.

The secret of a good interview is preparing for it. What you wear is always important as it creates the first (38) .So dress neatly, but comfortably. Make sure that you can deal with anything you are asked. Prepare for questions that are certain to (39) , for example: Why do you want to become a nurse? What is the most important (40) a good nurse should have? Apart from nursing, what other careers have you considered? What are your interests and (41) ?

Answer the questions fully and precisely. For (42) ,if one of your interests is reading, be prepared to talk about the sort of books you like. However, do not learn all your answers off (43) . The interviewer wants to meet a human being, not a robot. Remember, .the interviewer is genuinely (44) in you, so the more you relax and are (45) , the more likely you are to succeed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 36. a. | reasons | b. ideas | c. explanations | d. | excuses |
| 37. a. | willing | b. likely | c. keen | d. | scary |
| 38. a. | impression | b. attraction | c. expression | d. | understanding |
| 39. a. | carry on | b. turn down | c. get through | d. | come up |
| 40. a. quality | b. education | c. activity | d. | attention |
| 41. a. | entertains | b. hobbies | c. challenges | d. | excitement |
| 42. a. | request | b. question | c. acceptance | d. | instance |
| 43. a. continually | b. by heart | c. naturally | d. by yourself |
| 44. a. | excited | b. regarded | c. interested | d. | wondered |
| 45. a. | yourself | b. you | c. your | d. | yours |

##### Read the passage carefully, then choose the correct answer.

It is commonly believed in the United States that school is where people go to get an education. Nevertheless, it has been said that today children interrupt their education to go to school. The difference between schooling and education implied by this remark is important.

Education is much more open-ended and all-inclusive than schooling. Education knows no limits. It can take place anywhere, whether in the shower or on the job. Whether in a kitchen or on a tractor. It includes both the formal learning that takes place in schools and the whole universe of informal learning. The agent (doer) of education can vary from respected grandparents to the people arguing about polities on the radio, from a child to a famous scientist. Whereas schooling has a certain predictability, education quite often produces surprised. A chance conversation with a stranger may lead a person to discover how little is known of other religions. People receive education from infancy on. Education, then, is very broad, inclusive term, it is a lifelong process, a process that starts long before the start of school, and one that should be a necessary part of one’s entire life.

Schooling, on the other hand, is a specific, formalized process, whose general pattern varies little from one setting to the next. Throughout a country, children arrive at school at about the same time, take the assigned seats, are taught by an adult, use similar textbooks, do homework, take exams, and so on. The pieces of reality that; are to be learned, whether they are the alphabet or an understanding of the workings of government, have been limited by the subjects being taught. For example, high school students know that they are not likely to find out in their classes the truth about political problems in their society or what the newest filmmakers are experimenting with. There are clear and undoubtful conditions surrounding the formalized process of schooling.

1. This passage mainly .
	1. gives examples of different school
	2. provides information about an excellent all-round education
	3. lists and discusses several education problems
	4. tells the difference between the meanings of two related words
2. Which of the following statements does the passage support?
	1. Education systems need to be changed as soon as possible.
	2. Without formal education, people won’t be able to read and write.
	3. Going to school is only part of how people become educated.
	4. Schooling is of no use because students do similar things every day.
3. What does the writer mean by using the expression “children interrupt their education to go to school” in paragraph 1?
	1. All of life is an education.
	2. Learning takes place everywhere.
	3. Education is totally ruined -by schooling.
	4. Schooling prevents people from discovering new things.
4. What’s the main idea of this passage?
	1. The best schools teach a variety of subjects.
	2. Education and schooling are quite different experience.
	3. The more years students go to school the better their education is.
	4. Students benefit from schools, which require long hours and homework.
5. Which of the following statements is NOT true according to the passage?
	1. Education is a necessary part of one’s life.
	2. Schooling is a part of education people receive.
	3. Only at school can people get a good all-round education
	4. People receive education before the start of school.

##### Choose the sentences - a, b, c or d - which is closest in meaning to the printed one.

1. I haven’t got enough money, so I’m not going on holiday.
	1. If I have enough money I will go on holiday.
	2. If I had enough money I would go on holiday.
	3. If I had got enough money I would have gone on holiday.
	4. If I had had enough money I would go on holiday.
2. “Why can’t you do your work more carefully?” said Henry’s boss.
	1. Henry’s boss asked him not to do his job with care.
	2. Henry’s boss suggested doing the job more carefully.
	3. Henry’s boss warned him to do the job carefully.
	4. Henry’s boss criticized him for doing his job carelessly.
3. Who wrote the novel “Gone With the Wind”?
	1. Who was the novel “Gone With the Wind” written?
	2. By who was the novel “Gone With the Wind” written?
	3. By whom was the novel “Gone With the Wind” written?
	4. Whose the novel “Gone With the Wind” was written?

##### From the words or phrases - a, b, c or d - choose the one that best completes the sentences.

1. Based on this study, .
	1. several conclusions could be made by the scientist
	2. the scientist could make several conclusions
	3. the scientist spent little time to reach several conclusions
	4. several conclusions were drawn from the scientists’ discussion
2. She will be ill .
	1. if she takes a few days’ rest
	2. provided she takes a rest for a few days
	3. in case she takes a rest for a few days
	4. unless she takes a few days’ rest

**ĐÁP ÁN**

**I.** 1.b 2. d 3. c 4. a 5. a 6. b 7. c 8. d

**II.** 1. interview 4. offer 7. admit 10. commented

1. advertised 5. employed 8. create
2. prepare 6. concentrate 9. Looking for

##### III.

1. application
2. description
3. advert/ advertisement
4. carefully
5. information
6. impression
7. employer
8. incorrectly
9. covering
10. qualifications
11. benefit
12. fluent

**IV.** 1. on 2. for 3. up 4. on/ about 5. On

6. down - to 7. In 8. On 9. out of 10. in- for

|  |  |
| --- | --- |
| **V.** |  |
| 1. | who/ that | 5. which | 9. whom | 13. whose |
| 2. | which | 6. who(m)/ that/ 0 | 10. which/ that/ 0 | 14. where |
| 3. | which/ that | 7. when/ that/Ø | 11. who(m)/ that/ Ø | 15. which |
| 4. | who | 8. Whose | 12. which/ that/ Ø |  |

##### VI.

1. it→Ø 9...., which cost £80 million to build,...
2. happened → that happened 10. which→ whose
3. .. aunt, who... 11. that → which
4. which → where 12. it →Ø
5. ...none of whom... 13. who’s whose
6. on→ which 14. on which.../...landed on
7. about that→ about which 15. this → which
8. to who → to whom

##### VII.

* 1. Later in the program we have an interview with Peter Svensson, who last week became the first man to row solo across the Indian Ocean.
	2. Carla’s restaurant, which serves a range of Mediterranean dishes, is very good value.
	3. The New Zealand rugby team, all of whose members weigh over 100 kilos, are clear favourites to win the match.
	4. Susie brought home a kitten (which/ that) she’d found in the park.
	5. The story is about a teenage boy whose ambition is to become an astronaut.
	6. Paul has got a job with Empirico, whose main product is electronic light bulbs.
	7. Politicians should give more consideration to the working people (who/ that/ whom) they represent.
	8. Among the group of people was Professor Rogers, who/ whom I had last seen in Oxford twenty years earlier.
	9. I live on a small road which/ that leads down to the river.
	10. Monet’s earlier paintings, many of which have never been seen in this country before, are in a new exhibition in London.
	11. Ian Mclver, whose first job was selling vegetables in a market, has become managing director of Europe’s largest food retailer.
	12. Douglas has a new girlfriend who/ that works in the library.
	13. My Volkswagen Golf, which I bought in 1980, is a very reliable car.
	14. Brian Brookes, after whom the Brookes art gallery is named, will be present at its official opening./ Brian Brookes, who(m) the Brookes art gallery is named after,...
	15. The candidate for whom I voted didn’t win the election./ The candidate (whom/ that) I voted for didn’t win the election.

**VIII.** 1. The dam holding back the water suddenly gave way.

* + 1. Some buildings hit by bombs are still burning.
		2. People wanting to smoke have to leave the building.

##### IX.

* + 1. The experiment conducted at the University of Chicago was successful.
		2. The shot fired that day signalled the start of the American Revolution.
		3. Kuala Lumpur, the capital of Malaysia, is a major trade center in Southeast Asia.
		4. Tourists taking the train from London to Stratford have to change at Coventry.
		5. Be sure to follow the instructions given at the top of the page.
		6. People walking across the bridge could feel it swaying.
		7. Simon Bolivar, a great South American general, led the fight for independence early in the 19th century.
			1. The US was the first country to drop an atom bomb.
			2. The protesters had no weapons (with which) to defend themselves.
			3. Henry VIII of England was the only king to marry six times.
			4. John F. Kennedy was the last US President to be assassinated.
			5. The government has little money (with which) to tackle the many social problems.
			6. New Zealand was the first country to give women the right to vote.
			7. I think China will be the next country to host the Olympic Games.
			8. Voters are faced with a lot of parties to choose from./ parties from which to choose.
			9. At 24, William Pitt was the youngest person to become Prime Minister.
			10. The pilot was the only person to survive the crash.

##### X.

1. I am interested in applying for the post of desk editor which was advertised in ‘The Independence’ yesterday.
2. My reason for applying is that I have worked/ have been working for 10 years as an assistant editor in a small publishing company.
3. Now I am looking for a post which would offer me more responsibility and independence to make editorial and organizational decisions.
4. enjoy the challenge of working to tight deadlines to produce high quality books.
5. I have fast and accurate keyboard skills and am familiar with all modern publishing computer software.
6. I would be able to attend an interview at any time which is convenient to you.
7. I am looking forward/ look forward to hearing from you.

# TEST 1

**I.** 1.d 2. b 3. c 4. b 5. b

**II.** A. 6. a 7. b 8. d 9. a 10.b 11. a 12. d 13. c 14. d 15. b

B. 16. b 17. a 18. a 19. b 20.d 21. d 22. c 23. b 24. c 25. a

26. c 27. a 28. a 29. a 30. b

C. 31. D (whose) 32. C (that/ which would) 33. C (to whom)

34. B (called/that are called) 35. D (making)

1. A. 36. applicant 37. Suitable 38. impressing 39. process

40. discussions 41. Interview 42. directly 43. first

44. personnel 45. cooperate

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B. | 46. F | 47. T | 48. T | 49. F | 50. T | 51. T |  |  |  |
| **IV.** | 52.c | 53. b | 54. a | 55. d | 56. b |  |  |  |  |
| **V.** | 57. b | 58. a | 59. c | 60. d |  |  |  |  |  |
| **TEST 2** |
| **I.** A. | 1. a | 2. d | 3. a | 4. c | 5. b |  |  |  |  |
| B. | 6. b | 7. c | 8. a | 9. d | 10. a |  |  |  |  |
| **II.** A. | 11. d | 12. b | 13. a | 14. a | 15. d | 16. c | 17. a 18. b 19. c | 20. d | 21. b |
|  | 22. c | 23. a | 24. c | 25. d |  |  |  |  |  |
| B. | 26. d | 27. b | 28. c | 29. c | 30. d | 31. c | 32. b 33. b 34. b | 35. d | 36. a |
|  | 37. d | 38. b | 39. d | 40. c |  |  |  |  |  |
| C. 41.B (trying) |  | 42. A (had started) | 43. A (whose) |  |  |

44. B (seven of which) 45. A (0)

**III.** 46. b 47. d 48. c 49. a 50. b 51. c 52. d 53. a 54. d 55. b

56. c 57. d 58. d 59. b 60.c

**IV.** 61. b 62. d 63. b 64. B 65. A

**TEST YOURSELF**

* 1. [1. c 2. d](#_bookmark0) 3. a
	2. 4. d 5. a

# III. 6. c 7.b 8.a 9. b 10. d 11. b 12. c 13. b 14. d 15. a 16. c

17. d 18. a 19.a 20. c

1. 21. Send 22. hadn’t stayed 23. got - had been waiting

24. would have been 25. worked

1. 26. qualifications 27. interviewee 28. unemployed

29. creative 30. enthusiastically

1. 31. A (grow) 32. D (is now being) 33. B (in which)

34. A (a small amount) 35. C (thousand)

**VII.** 36.a 37. c 38. a 39.d 40. a 41. b 42. d 43. b 44. c 45. a

1. 46.d 47. c 48. a 49.b 50. C

51.b 52. d 53. c

**X.** 54.a 55. d