

Grammar

1 Complete the text with *a/an, the* or – (no article).

When Alice Jones finished (1) university, she started a graduate traineeship at her local bank. Then she joined Orchid Investments and within two years had become (2) best salesperson in her industry. Incredibly, (3) last year she was voted salesperson of (4) year. To do the job well she says you need to understand (5) clients you are selling to and work very hard.

/ 5

2 Choose the correct alternatives to complete the text.

It was quite an emotional experience going back to my old junior school after eight years. I entered the gates and stepped into the playground, which looked just the same. From there I went into the gym and saw the lockers, many of (1) that/which/whom still had the same stickers on from my primary school days. Then I headed inside to the classroom in (2) which/where/that I had had my first English classes. Outside the classroom, in the corridor, were photos of ex-pupils. I managed to find the photo of my 1st grade and saw some of my old classmates, (3) some of which/some of whom/with who I am still in touch with. I was heading to the Headteacher's office to say hello when I bumped into Mrs Roberts, the teacher with (4) whom/who/that I had had my English classes. She asked me what I was doing now and I told her I was studying English Literature at university! Finally, I saw the Headteacher, Mr Hughes, to (5) who/whom/which I could always go to for help and advice, and he was really pleased to hear that I had continued studying English!

/ 5

3 Choose the correct option.

When I was a student, I had a part-time job as a mystery shopper. I had to pretend to be a customer and visit shops and restaurants, noting down everything from the politeness of the staff to the cleanliness of the toilets! (1) worst part of the job was having to write a detailed report after each visit. This used to take me at least two or three hours, (2) was hard when I also had essays to write! I used to be really shy, but I gained a lot of confidence through having to talk to the people (3) worked in the shops and restaurants I visited. I became more assertive too because I often had to complain about things.

You aren't paid much to be a mystery shopper and sometimes nothing at all, (4) which case you can keep what you buy. In the case of restaurants, you get a free meal and often you can take someone else with you. My friends, many of (5) accompanied me on my work assignments, really loved my job!

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|---|--------|---------|---------|
| 1 | A One | B A | C The |
| 2 | A that | B which | C who |
| 3 | A whom | B who | C which |
| 4 | A in | B at | C on |
| 5 | A who | B them | C whom |

/ 5

Total / 15

Vocabulary

4 Complete the text with the correct form of these words and phrases. There are three extra words or phrases

embark • gain • inspire • stand • suffer
take up • undertake • weigh up

When they were 12, Ellie and Zara (1) coding and app design as a hobby and in their free time worked together on ideas for mobile phone applications. Ellie studied how to design the interfaces apps, while Zara learned how to write computer code. They (2) various setbacks with projects that didn't work or had already been thought of but finally, at the age of 15, they had (3) enough experience to create their first successful app, *HomeworkPlus*, which allowed teachers and students to coordinate homework. They (4) an investigation into the market and got very positive feedback. When they (5) on the venture, they had no idea that three years later they would sell their app to a major university for over €300,000.

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5 Choose the correct alternatives to complete the article.

One of the most difficult decisions for teenagers is deciding what career to choose. An easy option for some is to (1) follow/step/walk in the footsteps of a parent or relative, who will always be there to give advice. Another approach is to pursue what you enjoy, which means you may need to (2) undertake/sign/enrol on specific courses to get the skills you need. Another method is to experiment and try your (3) heart/hand/step at different things until you find something that satisfies you. A potentially more risky but rewarding option, if you really want to (4) get on/get a foot/get up in life, could be to set up your own business. It might take a while to find your (5) manner/knowledge/feet, but if you persist, you will not only gain valuable experience but will feel an enormous satisfaction. You might even be incredibly successful!

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6 Complete the text with the correct answer, A, B or C.

Attending your first job interview will probably be a stressful experience so we spoke to Graham Callaghan, recruitment head of a major international company, to get some tips.

Graham: Well, the first thing to say is that the work starts a long time before you enter the interview room. You should (1) on a thorough investigation of the company you are hoping to join and try to gain an insight into whether or not you would enjoy working there. (2) attention to the wording of the job description and be ready to ask questions to clarify exactly what the job involves. Try to weigh up the (3) of the job and remember that even if they offer you the job you have the power to say no. In the interview itself, you have every reason to be nervous, but try to overcome this. Some people can't stand the (4) of answering difficult questions, but it's often not the answer that is important but how you respond to the challenge. So try to relax. With each interview you will (5) valuable experience which you can take to the next one. And most importantly, never give up!

- 1 **A** do
B embark
C undertake
- 2 **A** Press
B Put
C Pay
- 3 **A** goods and bads
B pros and cons
C downs and ups
- 4 **A** adversity
B obstacle
C pressure
- 5 **A** take up
B gain
C educate

/ 5

Total	/ 15
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Reading

7 Read the extract about a journalist who worked undercover at a retail company. Six sentences have been removed from the article. Choose from sentences A–H the one which fits each gap. There are two extra sentences.

Unable to sleep, I decided the best thing to do was to get out of bed and make myself a mug of hot milk. (1) Since I had got into bed at eleven thirty, my brain had run through some of the questions that I might be asked. 'Tell us about yourself,' 'Why are you leaving your current job?' and the question I dreaded the most, 'Why are you interested in the position?'

The real reason for my interest was to discover if their company was treating its employees fairly or not, but of course, I couldn't tell them that. There had been numerous emails to the newspaper, where I worked as a journalist, from employees of the company describing some of the awful conditions the retail company was forcing their textile workers to endure.

We had held a meeting to decide who would be a suitable candidate and it was agreed, after some serious consideration, that I would be the perfect choice. (2) The position was for a trainee buyer, without any qualifications or experience in retail but who had an outgoing and confident personality.

If I got the position, the idea was that I would work as an undercover journalist long enough to establish whether the claims of the workers were true or not. Although the prospect was quite exciting, I had to ensure that I was given the position and not someone else.

It took me over a week to prepare the perfect CV and covering letter, and as soon as I submitted it, I was called for an interview. The interview was the next morning at ten o'clock. I had spent the whole weekend preparing for the interview questions, and I was almost ready, but I still needed to find a reason why I was interested in the position and I needed to sound sincere when I answered the question.

As I sat at the kitchen table sipping warm milk, I thought about their textile workers earning below minimum wage and working each day from 7 am until 11 pm without a break. (3)

I knew that if I told a massive lie, I would not sound genuine, therefore, I invented a small white lie. I would tell the company that I was interested in the position because a job in fashion greatly interested me. This of course was a partial truth – I had always been creative in school and interested in making my own clothes. (4) However, I did not propose to say during the interview anything especially 'positive' or 'negative' about the working conditions. Having found the answer, I was able to get to sleep and I was woken at 8 am the next morning by the sound of my alarm clock. (5)

In the taxi on the way there, I could feel my stomach tightening and noticed that I was getting quite nervous, as I realised the importance of my mission. (6) However, more important than these was the desire to uncover a possible injustice and hopefully bring about a change in the working conditions for hundreds of people. I took a few deep breaths and calmed myself.

The interview was held in a small room without windows and there were three people interviewing me. I came across confidently and the way I answered the questions seemed to impress them, so much so, that at three o'clock that afternoon, I received a call from the company saying, 'You were successful in the interview process and we would like to offer you the position.' I, of course, accepted the post and next week I start my full-time undercover position.

- A Anger spurred me on and I found a possible and appropriate answer to the question.
- B They employed over one hundred people from a variety of countries around the world.
- C Firstly, because if I succeeded it would be a massive scoop for the newspaper and secondly, it would also be important for me professionally.
- D I would also mention that many people had spoken about their work conditions and I wanted to experience them for myself (which was 100% true).
- E It was two in the morning and the thought of tomorrow's interview was keeping my mind active.
- F It was time to get ready and make my way to the head office.
- G I was young, intelligent, and fashionable, and, in a way, I was an ideal match for the position that the textile company had advertised on their website.
- H However, the most important thing was that I wasn't discovered.

8 Read the article again and choose the best answers, A, B or C.

- 1 The journalist couldn't sleep because she was worried ...
 - A about one of the possible questions she might get in the interview.
 - B about the workers' conditions in the textile company.
 - C that she hadn't thought of all the possible questions she might get asked.
- 2 Why was she hoping to get the job?
 - A to find out if the retail company was employing textile workers illegally
 - B to work as an undercover police officer
 - C to discover if things that had been described to the newspaper were true
- 3 How had she prepared for the interview?
 - A writing her CV and covering letter
 - B thinking about possible things they might ask her
 - C having a meeting at her company

- 4 How did the journalist feel on the morning of the interview?
 - A very ill with problems breathing
 - B very calm and quite confident
 - C anxious for a number of reasons
- 5 What does the journalist say about the interview?
 - A She thought she made a good impression.
 - B The company were impressed with her questions.
 - C The room she was in made her nervous.
- 6 What does the text imply about the journalist?
 - A She takes her job as a journalist very seriously.
 - B She is not looking forward to working undercover.
 - C She would love to work as a retail buyer.

/ 6

Total / 12

Use of English

9 Choose the best answer (A, B, C or D) to complete the article.

Finding the perfect candidate

When we need to fill a (1) _____, we place an advertisement online on a careers or news website. We customarily receive hundreds of (2) _____ for one job. It is my (3) _____ to sift through the countless CVs and eliminate the candidates that are not suitable for the position. The remaining application (4) _____, approximately half, are given to the Human Resources Manager, who then draws up a shortlist of potential employees, (5) _____ which the successful candidate will be chosen. These people are then phoned or emailed and invited for (6) _____ interview. The interviews are usually done by the manager (7) _____ the new employee will be reporting. For our company, the whole process lasts two days, (8) _____ a shortlist is drawn up. Second interviews are usually longer and then we make our final decisions.

- | | |
|--------------------|-----------------|
| 1 A work | B vacancy |
| C space | D opening |
| 2 A claims | B applications |
| C demands | D requests |
| 3 A job | B work |
| C project | D chore |
| 4 A papers | B curriculums |
| C CVs | D forms |
| 5 A to | B from |
| C by | D at |
| 6 A a | B an |
| C the | D this |
| 7 A who | B whom |
| C to whom | D at whom |
| 8 A at which point | B in which case |
| C for which reason | D for whom |

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Listening

10 Listen to five speakers talking about new challenges at work. Match the speakers (1–5) with the answers (A–G). There are two extra answers in each task.

TASK ONE

How did the new challenge come about?

- A after redundancies were made
- B following a friend's request
- C after a work promotion
- D following the company's move
- E at the boss's request
- F following an unexpected meeting
- G after the introduction of new staff

- 1 Speaker 1:
- 2 Speaker 2:
- 3 Speaker 3:
- 4 Speaker 4:
- 5 Speaker 5:

TASK TWO

How does each speaker find the challenge they now face?

- A scary and stressful
- B boring and undemanding
- C stressful and time-consuming
- D time-consuming and complicated
- E hard work but enjoyable
- F isolating and stressful
- G difficult and worrying

- 6 Speaker 1:
- 7 Speaker 2:
- 8 Speaker 3:
- 9 Speaker 4:
- 10 Speaker 5:

Writing

11 Read the advert below from the website of a language school. Write your covering letter for the job describing why you would be suitable in terms of your experience, abilities and personality.

Monitors needed

Cardiff Language School is looking for enthusiastic students to help on our English Summer Courses for kids aged 10–12.

Duties would include:

- monitoring children in free time
- helping children with English
- running sports or craft activities
- participating in evening games

Hand your CV and a covering letter to the reception.

In your covering letter, you should:

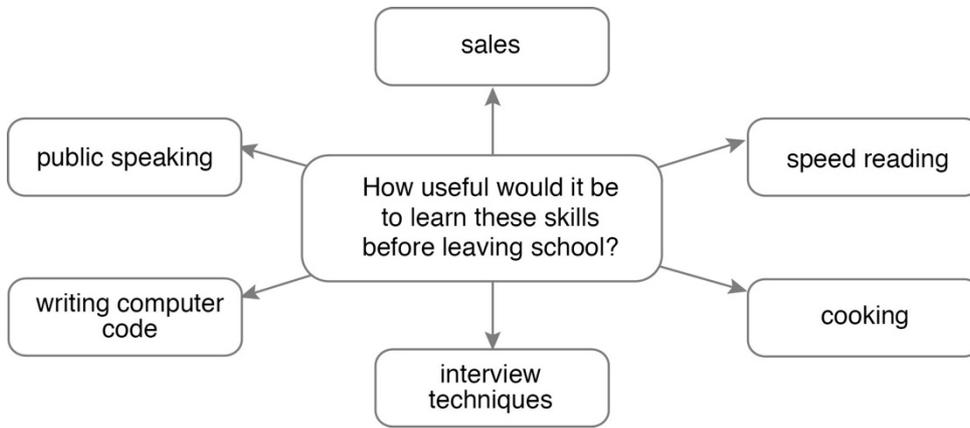
- state the purpose of your letter indicating how you learned about the position and why it interests you
- explain why you would be suitable, making reference to your education, life experiences, abilities and personal qualities that are the most relevant to the position
- conclude by restating your interest in the position and indicate your availability
- use formal language and make sure you open and close the letter in the correct way

Write 250–275 words.

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.....
.....

Speaking

12 Work with a partner. Look at the task below, which shows different skills that could be useful in life. Talk together about how useful it would be to learn these skills before leaving school.



You should:

- introduce your opinion about one of the skills
- ask your partner for their opinion about one of the skills
- agree, or disagree and explain why
- compare the skills using comparative structures
- use modal verbs such as *would*, *could* and *might* to talk about hypothetical situations

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Total

/ 80