

Skills Test Unit 8 Test A

Name: _____

Everyday English

- 1 Complete the sentences from a presentation with the words below. Then put them in the order (1–5) that somebody would say them during a presentation.**

talk move sum example begin

- 1 I'll _____ by going through different ways of presenting your CV. ____
- 2 Finally, to _____ up, make sure you have a good CV, and prepare questions before the interview. ____
- 3 Now I'll _____ on to some of the questions that are typically asked at interviews. ____
- 4 Hello. I'd like to _____ to you today about how to get a job. ____
- 5 To give you an _____, a common question is, 'What personal qualities would you bring to this job?' ____

Mark: ____ / 5

Listening

- 2** 🎧 **Listen to a job interview. Circle the correct words to complete the description of the job that is being offered.**

It's a job ¹on **weekday evenings** / **at the weekend** in the ²**cosmetics** / **clothes** department of a large shop.

- 3** 🎧 **Listen again. Circle the correct answer (a–c).**

1 If Amanda had had a choice, when would she have liked to work?

- a Monday to Thursday evenings.
- b All day at the weekends.
- c Evenings on Thursday and Friday.

2 According to Amanda, why does she want to work for the shop?

- a She would like to spend her career working for them.
- b She wishes to improve her design skills with the company.
- c She thinks the experience will help her future studies.

3 How would Amanda deal with a customer complaint?

- a She would immediately take back the wrong item of clothing.
- b She would only give money back if she was sure there was a problem.
- c She would ask the customer to be more polite before returning the money.

4 What do you find out about the pay and expenses on offer?

- a The pay is better after 6.30 p.m. on weekdays.
- b Travel expenses are very important to Amanda.
- c Amanda had hoped the pay would be more generous.

Mark: ____ / 10

Reading

The thatcher

Our popular feature *Amazing Jobs* takes a look at a really unusual occupation this week. Tim Darby left school at sixteen with very few qualifications, but, although he does admit to wishing he'd worked just a little bit harder at his studies, he has no regrets about leaving the classroom and finding a job. Only two years on from his last day at school, Tim finds himself up on a roof each day, working as a thatcher – one of the oldest, most traditional crafts that still survives in England. If you've ever visited a small English village, you may have seen the beautiful old roofs on ancient cottages which are made of thousands of long, thin water reeds, all packed tightly together. Well, they are difficult to maintain, and that's Tim's job. He spends his working life up a ladder in all weathers, putting together thatched roofs.

In his job, Tim travels all over southern England, so it wasn't easy to track him down, but eventually I found him on top of a 17th century cottage in a small village in the county of Dorset. He told me how he had been spending the last few weeks and what he would have been doing if it hadn't been the middle of summer.

'At this time of year, when it's warm and sunny, I'm up on the roofs restoring and reconstructing houses like this one,' said Tim. 'But if you'd met up with me back in February, you would have seen me doing a very different job – my favourite. In the colder months, our job is to cut the water reed, which grows in rivers. It's a thick, straight grass and if you gather it together in bundles and dry it, you'll have great thatch. It's traditionally used near the coast. If I was working in a village in the middle of the country, I'd be using something else – wheat, perhaps. So, our job is very seasonal and varied – preparing the thatch in the winter and repairing roofs in the summer.'

As we chatted, Tim went on to add that most of the work he got to do was on historic houses, and that he never got to work on anything new. He pointed out there were older, more experienced thatchers in his company whose expertise lay in the challenging art of creating new roofs on houses that had just been built. However, he has no great desire to get into that line of work.

'What I enjoy most about my job is having to push myself every day,' Tim told me. 'Thatching is highly-skilled work, so there's always something new to learn – and, of course, being in the open air in the summer is fantastic. If I hadn't got into this line of work, I'd probably be spending most of my days in an office or a shop in a dead-end job, and, of course, I'd be neither fit nor sun-tanned!'

4 Read the text. Are the sentences true (T) or false (F)?

- 1 According to the text, Tim Darby has a typical job. ____
- 2 Tim wishes he'd worked harder at school. ____
- 3 Tim left school approximately two years ago. ____
- 4 During the warmer months you will often find Tim working in a village. ____
- 5 Tim works in lots of different places throughout the year. ____
- 6 Tim prefers the work he does in the summer to the work he does in the winter. ____
- 7 Roof thatch can be made from different raw materials. ____
- 8 It's more difficult to put a thatched roof on a new house than on an old house. ____
- 9 Tim has nothing else to learn about his job. ____
- 10 Tim enjoys being outside in his job. ____

Mark: ____ / 10

Writing

5 Study the two job advertisements. Then write a covering letter to apply for one of the jobs.

Online Games Journal – 6 September

**ORANGE SOFTWARE INTERNATIONAL
Games Tester**

We are looking to recruit enthusiastic people to try out our new computer games and give us feedback.

Applicants must be good with computers and really good at computer games.

Online Film Journal – 8 April

**ENJOYMOVIES.COM
Film Advisor**

We are looking to recruit organized and efficient people to watch the latest teen films and advise on current youth trends.

Applicants must know about films and fashion.

Write your covering letter. Use the plan to help you.

Paragraph 1: Say where you saw the advertisement and mention that you are attaching your CV.

Paragraph 2: Give reasons for your interest in this job / company.

Paragraph 3: Refer the employer to specific details in your CV and show how they relate to the job.

Paragraph 4: Request an interview and say when you are available. Sign off formally.

Mark: ____ / 15

TOTAL MARKS: ____ / 40

Challenge!

6 Complete the text with the correct answer (a–d).

A first job

If you ask most young people, they ¹ _____ you that they don't want to ² _____ rely on their parents for money. That's why finding a first job is so important to young people. Here's some advice for getting off on the right ³ _____ in the workplace. A careers advisor told me that first ⁴ _____ were vital at an interview. Young job applicants ⁵ _____ be arrogant. She also suggested ⁶ _____ sure you ⁷ _____ lots of questions to ask at the interview. Some people recommend that you know as much as possible about the job you're applying for, and to make sure it's a job you've really decided ⁸ _____ ! You don't want to ⁹ _____ the wrong decision, and think, if only I ¹⁰ _____ so quickly.

- 1 **a** tell **b** will tell **c** told **d** are telling
- 2 **a** have to **b** ought to **c** should **d** must
- 3 **a** foot **b** hand **c** face **d** head
- 4 **a** appearances **b** impressions **c** considerations **d** enquiries
- 5 **a** shouldn't **b** wouldn't **c** haven't **d** needn't
- 6 **a** make **b** made **c** making **d** to making
- 7 **a** has **b** have **c** have had **d** are having
- 8 **a** do **b** doing **c** to do **d** to doing
- 9 **a** do **b** make **c** get **d** have
- 10 **a** didn't act **b** haven't acted **c** don't act **d** hadn't acted