

## Unit 1 – Review

**1**

1 c 2 b 3 c 4 b 5 a 6 b 7 a 8 b

**2**

1 candidates 2 essential 3 degree 4 choose  
5 advertisements 6 useful 7 vacancy  
8 qualifications

**3**

1 She's / She has written many emails and reports in English.  
2 I've / I have never managed an international project.  
3 Have you ever given presentations to clients?  
4 He hasn't / has not had much experience (of) managing staff.  
5 Has she ever been to Japan for business?  
6 We've / We have worked with many large manufacturers.

**4**

1 've/have been 2 's/has taken  
3 haven't / have not bought 4 've/have sent  
5 's / has made 6 hasn't / has not gone

**5**

1 you been, went 2 she ever spoken, spoke  
3 we had, had 4 they ever sold, sold

**6**

1 Can you tell me about your work experience?  
2 I have excellent communication skills.  
3 I'm good at motivating my team.  
4 How have you motivated your staff?  
5 Why do you want to work for our company?  
6 Where do you see yourself in five years?  
7 I've done a lot of staff training.