

Unit 8: The world of work

A. PHONETICS AND PHONOLOGY

I. Find the word which has a different sound in the part underlined.

1. A. bank B. travel C. delay D. magnificent
2. A. certificate B. demonstrate C. compassionate D. attendant
3. A. lag B. safari C. package D. stalagmite
4. A. align B. recognise C. unique D. specialise
5. A. approachable B. charity C. chef D. chopsticks

II. Choose a word in each line that has different stress pattern.

1. A. safari B. sightseeing C. mountain D. breathtaking
2. A. covering B. applicant C. encourage D. dealership
3. A. discover B. addition C. fantastic D. habitat
4. A. afford B. traveller C. wildlife D. passport
5. A. resort B. expedition C. environment D. affordable
6. A. shortlist B. unique C. colleague D. cluttered
7. A. magnificence B. geography C. satisfaction D. accommodate
8. A. original B. geography C. imperial D. stimulating

B. VOCABULARY AND GRAMMAR

I. Rewrite the following sentences.

1. He said "I have already read this book".
2. John said to his sister "I want to buy a gift for our mother".
3. Mrs. Brown said "Where are they living?"
4. "Do you know the girl over there?" Tom said.
5. Mother said "Nam, why don't you go to bed?"
6. "May I use your telephone?" said my neighbor.
7. The manager said "Come into my office, please."

8. "Do not get off the bus while it's going." said the driver.
9. She asked to the little boy "Take a look at yourself in the mirror!".
10. "Don't put your elbow on the table!" he said.

II. Complete each of the following sentences with a suitable word from the box.

competed requirements application employees experience
tendency interviewer advance emotion qualified

1. _____ who worked hard and were loyal got good pay and job security in return.
2. Soft skills may be essential to jobs that require _____.
3. In the past, employees _____ for jobs only with local job seekers.
4. Most companies have clear _____ for every position.
5. Interviews can choose the best candidate based on the _____ form.
6. The employers partly rely on their _____ in employing people.
7. The most _____ or experienced applicant will be chosen first.
8. Companies have a _____ to overstate the requirements for the position.
9. All applicants can take part in the interview so that the _____ can choose the best.
10. From the employment ad, applicants can know all the requirements from the company so that they can prepare the answers in _____.

III. Fill in the blank with a suitable preposition.

1. Employers will have a _____ review of your resume and covering letter before deciding if you are a good enough choice for a job.
2. The explosion of data in social networks, and recruiting networks has created a new world of employee data _____ the enterprise.
3. As a flight attendant you should be intellectual because you may serve or have conversations _____ presidents, superstars, or successful entrepreneurs.

4. List the highest priority phrases at the beginning _____ your qualification descriptions to get the most attention.
5. Soft skills have the greatest impact _____ an employer's perception of a potential employee.
6. Your CV lets you demonstrate your particular training and education or particular qualities that would be beneficial _____ your future job.
7. You should review your academic history _____ determine how you can show evidence of your qualifications.
8. It's also important to focus _____ your most relevant skills and strengths when interviewing.
9. Some positions will require applicants _____ have a certain level of education.
10. Your job requires occasional meetings with colleagues to have a certain level _____ education.

IV. Give the correct form of the words to complete the following sentences.

1. Flight _____ need good vision and hearing. ATTEND
2. First things first, you must love _____ and flying. AVIATE
3. Now layoffs are more common, so part-time _____ are more common. POSITION
4. More _____ can live away from their work. WORK
5. _____ did not trust those who change jobs every few years. EMPLOY
6. Sympathy is a (an) _____ here - we need practical help. RELEVANT
7. The singer worked hard on the clear _____ of every note. ARTICULATE
8. The traditional style of work is working from nine-to-five, and _____ with only one company. ALIGN
9. When you decide to apply for a job, you should start work on your resume and _____ letter. COVER

10. The tips for how to _____ your resume for jobs will help you make a perfect match. TAILORING

V. Indicate the word(s) CLOSEST in meaning to the underlined word(s) in each of the following sentences.

1. The number of people on unemployment benefits has dropped over the last two months.

- A. having benefits of being unemployed
- B. receiving unemployment compensation
- C. making use of being unemployed
- D. sending money to the government to support the unemployed

2. My mother has put money aside for her old age since she started to work in the factory.

- A. laid aside
- B. taken aside
- C. spent all
- D. lent me all

3. Our new boss is trying to ensure the well-being of his employees.

- A. earnings
- B. compensation (money paid by the government to those who are unemployed)
- C. savings
- D. welfare (general health, happiness and safety)

4. In view of the global financial crisis, Tom and his brother has been laid off, so they are on the dole.

- A. selling goods on pavements
- B. receiving a lot of attention
- C. living on their parents' support
- D. living on unemployment benefits

5. Two employees have been sacked and 120 others face dismissal for joining earlier protests.

- A. recruitment
- B. redundancy
- C. employment
- D. application

6. Frank, 41, applied for the post when the parish council advertised two vacancies.

- A. occupied positions B. job opportunities
C. unavailable positions D. accommodated room
7. Members tried their hands at the techniques to gain **hands-on** experience.
A. relevant B. prior C. practical D. considerable
8. Sara brought in a lot of business last month; she would ask for a pay rise while she's still **on a roll**.
A. unsuccessful B. on the up and up
C. inefficient D. unqualified
9. The Wilsons have found it terribly hard to **make ends meet** ever since they both lost their jobs.
A. barely have enough to live on B. give up gatherings
C. able to manage D. buying and selling goods
10. There were some very strong candidates for the job but none of them **met** my expectations.
A. surpassed B. overcame C. fulfilled D. underestimated

VI. Indicate the word(s) OPPOSITE in meaning to the underlined word(s) in each of the following questions.

1. My partner was **made redundant** last November and hasn't secured further employment as yet.
A. fired B. sacked C. laid off D. appointed
2. With unemployment at a record level, retraining programmes would pay off **in the long run**.
A. lastingly B. temporarily C. stably D. durably
3. Sheila **had butterflies in her stomach** before the interview.
A. seemed to be easy in her mind B. in a tizzy
C. on pins and needles D. under pressure

4. They sacked the head of marketing because he was extremely **inefficient**.
A. competent B. unqualified C. disorganized D. unskilled
5. I find myself **at odds with** most of my colleagues on what is the best way forward.
A. in conflict with B. in disagreement with
C. on the outs with D. on good terms with
6. Most people would **grab at** the chance of working for that company.
A. jump at B. seize C. neglect D. take
7. I believe Mr. Brown is the most **suitable** candidate for the job as he has all the necessary qualifications.
A. acceptable B. inappropriate C. tailor-made D. proper
8. The daughter of a **blue-collar** factory worker, Anne grew up on a council estate in Bracknell.
A. physical B. manual C. laboring D. mental
9. Previously financial matters were dealt with by **qualified** accountants, financial advisers.
A. professional B. experienced C. incompetent D. skilled
10. This scholarship is being established in her name as a **permanent** reminder of her work.
A. long-run B. ever-lasting C. stable D. temporary

VII. Choose the best one (A, B, C or D) to complete the sentence or replace the underlined word.

1. The mother told her son ____ so impolitely.
A. not behaving B. not to behave C. did not behave D. not behave
2. She said she ____ collect it for me after work.
A. would B. did C. will D. had
3. He asked me where I ____.

- A. have studied B. study C. am studying D. studied
4. Almost half of the ____ are perfectly suitable for the vacancy.
A. employees B. competitors C. candidates D. applications
5. Networking tools like LinkedIn, Facebook, and Glassdoor enable people to easily ____ the market for new job opportunities.
A. test B. monitor C. find D. consider
6. The man wanted to avoid ____ on security cameras.
A. to see B. being seen C. seeing D. to be seen
7. Peter said that he had lived in London four years ____.
A. then B. ago C. before D. later
8. John asked me ____ in English.
A. what does this word mean B. what that word means
C. what did this word mean D. what that word meant
9. There has been an increase in job ____, which is when two people agree to divide a full-time job into part-time jobs.
A. dividing B. separating C. cutting D. sharing
10. You should ____ your resume and covering letter so they are as close a match as possible to the job.
A. alter B. change C. direct D. tailor
11. The host asked her ____ tea or coffee.
A. whether she liked B. that she liked
C. if she likes D. whether she like
12. My friend asked me who ____ the piano in the sitting room.
A. was playing B. plays C. is playing D. has played
13. The teacher told his students ____ laughing.
A. would stop B. to stop C. stop D. stopped
14. Mary asked me ____.

- A. whether I would watch the football match on TV the day before.
 B. whether I watched the football match on TV the day before.
 C. If I had watch the football match on TV the day before.
 D. whether I had watched the football match on TV the day before.
15. He asked ____ him some money.
 A. her to lend B. her lending C. she has lent D. she lends
16. Jennifer asked me where ____ the week before.
 A. had I gone B. did I go C. I had gone D. was I going
17. Tom asked me ____.
 A. if was I having a good time last year
 B. whether I had had a good time the year before
 C. if would I have a good time the year before
 D. whether I have had a good time the year before
18. Do you know where ____?
 A. he lives B. did he live C. does he live D. he live
19. ____ receive an average of 60 applicants for every advertisement for a low-skilled job, and 20 for every skilled job.
 A. Employment B. Employees C. Employers D. The employed
20. Most job interviews today ____ more than just a casual conversation with the hiring manager to see if someone is qualified for the job.
 A. indicate B. include C. contain D. involve

C. READING

I. Fill in the blank with a suitable word in the box.

qualifications employment sense relevant reference
detail convincing potential evidence include

PRESENTING YOUR QUALIFICATIONS

Take a close look at the ideal candidate required from the job advertisement. Ask yourself this question, "What (1) ____ is this (2) ____ employer looking for?"

There are some qualifications, like a university degree, for example, that are regarded as relevant information in most circumstances. Then there are other qualifications, such as a first-aid course, may be seen as useful and even (3) ____ for some jobs, but would look odd being listed for others as it is not relevant to the position.

Your number of years you have been working will also help you decide what to (4) ____ and what to leave out. Individuals who are still in their first five years of work should note that their educational background is very important and should be listed in reasonable (5) _____. For this with more than five years of (6) _____ employment experience, you should be a bit more selective about what you use. The reason is because some qualifications become outdated quickly. For example, would it make (7) _____ to claim to be a computer expert on the basis of a computing degree obtained 15 years ago? You will not look very (8) _____. In this instance, the (9) _____ you provide about recent work in the field will count for a lot more

Be clear, concise and always use the job ad as (10) _____ to make sure your information is relevant.

II. Choose the word or phrase among A, B, C or D that best fits the blank spare in the following passage.

Most people need some preparation before they are (1) ____ for the workforce, and planning should begin long before it is time to start a career.

Many high school students don't yet know what they want to do. High school is a great time to start thinking about careers. Setting on just one (2) ____ in high school isn't necessary, but they should know how to explore careers and put time into investigating them and learning about their skills and interests.

Understanding what you enjoy and what you are good at is the first step in (3) ____ careers. It is important to think about what you like to do because work will eventually be a big part of the life. Once you have thought about the subjects and activities you like best, the next step is to look for careers that put those interests to use. If you love sports, for example, you might (4) ____ a career as a gym teacher, or a coach.

Another approach to identifying potential career interests is to consider local employers and the types of jobs they have. There are many jobs in manufacturing and healthcare near the high school. Talking directly to workers can help you get (5) ____ about what they do. If you don't know workers in occupations (6) ____ interest you, ask people such as parents, friends, or teachers for their (7) ____.

If job (8) ____ gives you a taste of what an occupation is like, imagine how helpful getting experience could be. Students can begin getting career-related experiences in high school through internships, employment, and other activities. Completing an internship is an excellent (9) ____ get experience. Internships are temporary, supervised (10) ____ designed to give students practical job training.

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| 1. A. near | B. ready | C. secretive | D. similar |
| 2. A. present | B. pastime | C. employment | D. occupation |
| 3. A. explore | B. explored | C. exploring | D. explores |
| 4. A. consider | B. contain | C. exclude | D. prevent |
| 5. A fact | B. information | C. detail | D. piece |
| 6. A. that | B. how | C. why | D. when |
| 7. A. ability | B. practice | C. contacts | D. judgement |
| 8. A. writing | B. shadowing | C. believing | D. persuading |
| 9. A. notice about | B. access to | C. count for | D. way to |

10. A. reference B. assignments C. evidence D. stock

D. WRITING

I. Rewrite the following sentences.

1. He said "They went away yesterday."
2. "I have lived here for ten years" said Tom.
3. The manager said to his assistant "I'm going to Paris next week."
4. My friend said "I haven't done my homework."
5. "It won't rain this evening." said my mother.
6. Mr. Clack said, "Why are you so sad, Join?"
7. "Is it time to go?" she wondered.
8. They said to me "Do you sleep in the afternoon?"
9. "Why didn't you come here last Sunday?" asked Mary.
10. The traveler said "How long does it take to get to Hanoi by plane?"

II. Rewrite the following sentences so that the second ones have the same meaning as the given sentence.

1. "Stay here and wait until I come back." said her mother.

Her mother told

2. Lan was both a brilliant student and a real beauty in my class.

Lan was not only

3. You won't find a girl better for you than her anywhere in the world.

Nowhere

4. Jenny shouldn't have gone to the gym leaving her small child alone at home like that.

It was

5. "My sister's always singing out of tune." said Minne to her bestie.

Minne complained

6. There isn't a grain of salt left, we can't cook her favourite dish.

We're completely out

7. The tuition fee is the thing I'm worried about most of all.

There

8. Thanks to her organizing skills, we could pull off the opening event.

Had

III. Rewrite the following sentences so that the second ones have the same meaning as the given sentence.

1. "Don't forget to buy some bread on the way home, sister." said Lan.

Lan reminded

2. "Do you fancy going for a walk around Hoan Kiem Lake tonight?" Jenny asked.

Jenny suggested

3. Due to the warm and pleasant weather, we could go picnic at the local park.

As

4. You need to have your little room decorated, it's too boring.

Your little room needs

5. You must either hand in your test paper right now or get zero for your cheating.

If

6. When I was young, I would follow my father into the woods to collect straws for the little cows.

I used

7. You must give up smoking now before it's too late.

You had

8. In spite of her handicap, she could draw many beautiful portraits.

Although

DÁP ÁN:

A. PHONETICS AND PHONOLOGY

I. Find the word which has a different sound in the part underlined.

1.C	2.D	3.B	4.C	5.C
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II. Choose a word in each line that has different stress pattern.

1.A	2.C	3.D	4.A
5.B	6.B	7.C	8.D

B. VOCABULARY AND GRAMMAR

I. Rewrite the following sentences.

1. He said that he had already read that book.
2. Join told his sister that he wanted to buy a gift for their mother.
3. Mrs. Brown asked where they were living.
4. Tom asked me if I knew the girl over there.
5. Mother told Nam to go to bed.
6. My neighbor asked me to use my telephone.
7. The manager asked to come into his office.
8. The driver asked us not to get off the bus while it was going.
9. She told the little boy to take a look at himself in the mirror.
10. He asked me not to put my bellow on the table.

II. Complete each of the following sentences with a suitable word from the box.

1. employees	6. emotion
2. experience	7. qualified
3. competed	8. tendency
4. requirements	9. interviewer

5. application	10. advance
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III. Fill in the blank with a suitable preposition.

1. thorough	2. outside	3. with	4. of	5. on
6. for	7. to	8. on	9. to	10. of

IV. Give the correct form of the words to complete the following sentences.

1. attendants	2. aviation	3. positions	4. workers	5. employers
6. irrelevance	7. articulation	8. aligning	9. covering	10. tailor

V. Indicate the word(s) CLOSEST in meaning to the underlined word(s) in each of the following sentences.

1.B	2.A	3.D	4.D	5.B
6.B	7.A	8.B	9.A	10.C

VI. Indicate the word(s) OPPOSITE in meaning to the underlined word(s) in each of the following questions.

1.D	2.B	3.A	4.A	5.D
6.C	7.B	8.D	9.C	10.D

VII. Choose the best one (A, B, C or D) to complete the sentence or replace the underlined word.

1.B	2.A	3.D	4.C	5.B
6.B	7.C	8.D	9.D	10.D
11.A	12.A	13.B	14.D	15.A
16.C	17.B	18.A	19.C	20.D

C. READING

I. Fill in the blank with a suitable word in the box.

1. qualifications	2. potential	3. relevant	4. include	5. detail
6. employment	7. sense	8. convincing	9. evidence	10. reference

II. Choose the word or phrase among A, B, C or D that best fits the blank spare in the following passage.

1.B	2.D	3.C	4.A	5.B
6.A	7.C	8.B	9.D	10.B

D. WRITING

I. Rewrite the following sentences.

1. He said that they had gone away the previous day.
2. Tom said that he had lived there for ten years.
3. The manager told his assistant that he was going to Paris the following week.
4. My friend said that she hadn't done her homework.
5. Mother said that it wouldn't rain that evening.
6. Mr. Clack asked John why he was so sad.
7. She wondered if it was time to go.
8. They asked me if I slept in the afternoon.
9. Mary asked why I hadn't come there the previous Sunday.
10. The traveler asked how long it took to get to Hanoi by plane.

II. Rewrite the following sentences so that the second ones have the same meaning as the given sentence.

1. Her mother told her to stay there and wait until she came back.
2. Lan was not only a brilliant student but also a real beauty in my class.
3. Nowhere in the world will you find a girl better for you than her.

4. It was wrong of Jenny to go to the gym leaving her small child alone at home like that.
5. Minne complained to her bestie about her sister singing out of tune.
6. We're completely out of salt, so can't cook her favourite dish.
7. There isn't anything that/ which I'm worried about more than tuition fee.
8. Had not been for her organizing skills, we couldn't have pulled off the opening event.

III. Rewrite the following sentences so that the second ones have the same meaning as the given sentence.

1. Lan reminded her sister to buy some bread on the way home.
2. Jenny suggested going for a walk around Hoan Kiem Lake that night.
3. As the weather was warm and pleasant, we could go picnic at the local park.
4. Your little room needs decorating, it's too boring.
5. If you don't hand in your test paper right now, get zero for your cheating.
6. I used to follow my father into the woods to collect straws for the little cows when I was young.
7. You had better give up smoking now before it's too late.
8. Although she was handicapped, she could draw many beautiful portraits.