

## GRAMMAR

1 Underline the correct word(s).

Example: I love my job. However / In spite of, the commute is very difficult.

- My bicycle was stolen, **so** / **because** I had to walk to school.
- I didn't study very much, and **owing to** / **consequently**, I didn't pass the test.
- I sold my car **as a result** / **because** I couldn't afford the petrol.
- He gave up running **due to** / **since** a knee injury.
- She had to break the news gently **so that** / **so as not to** upset her father.
- We have a large umbrella **in case** / **as** it rains.
- We think the house will sell quickly. **As a result** / **Nevertheless**, we want to be sure it looks as good as possible when people come to see it.
- I read the entire book, **yet** / **therefore** I can't remember anything about the story.

8

## 2 Complete the sentences with the correct form of the verb in brackets.

Example: Has Dana lived in Singapore since she was a child? (live)

- I \_\_\_\_\_ time to watch TV tonight. (not have)
- Luis and Maria \_\_\_\_\_ married for 15 years and are very happy together. (be)
- I can't believe Paolo isn't here yet. I \_\_\_\_\_ for two hours. (wait)
- \_\_\_\_\_ you \_\_\_\_\_ work late again tonight? (have to)
- We didn't have time to do it ourselves, so we \_\_\_\_\_ our lounge \_\_\_\_\_ by a professional. (decorate)
- How many guests \_\_\_\_\_ she \_\_\_\_\_ in her house right now? (have got)

6

## 3 Complete the sentences with the correct word(s).

Example: You need to take care of yourself when you're ill.  
one yourself you

- \_\_\_\_\_ can use the Internet for research when you write your term paper.  
One You Each other
- \_\_\_\_\_ say it's harder to learn languages after you're 12.  
They They're Their
- \_\_\_\_\_ need to remember that we're very lucky to have good food on the table for each meal.  
One Ourselves We
- Alex talks to \_\_\_\_\_ when he's writing. It's pretty annoying!  
myself each other himself
- Bruce and I built the shed in the garden \_\_\_\_\_.  
ourselves by one another by myself
- Do you and your parents talk to \_\_\_\_\_ every weekend?  
yourselves each other another

6

Grammar total 20

## VOCABULARY

## 4 Complete the words in the sentences.

Example: The **nuclear** family is made up of the mother, father, and children.

- My grandparents, uncles, cousins, and so on are my **e**\_\_\_\_\_ family.
- I don't have a close **r**\_\_\_\_\_ with my sister. We talk about once a year.
- My mother was **b**\_\_\_\_\_ up in a small village in the mountains.
- I guess there's a **s**\_\_\_\_\_ in the family cupboard, but I don't know what it is.
- Last time we had a big family **g**\_\_\_\_\_ we had a really good time.
- When my sister married my **b**\_\_\_\_\_ -in-law I was really happy, because he's my best friend.

6

5 Underline the correct word(s).

Example: I'd like to get a **job** / **profession** abroad.

- I don't enjoy my job because the work is **monotonous** / **rewarding**.
- My salary isn't high, but the **wages** / **benefits** are really good.
- Leo is a great boss because he's good at **motivating** / **demanding** people and making them want to work hard.
- I recently had some **qualifications** / **training**, which will help me do my work more effectively.
- As an **employee** / **employer**, I expect the company I work for to treat me with respect.
- It felt good to leave my **comfort zone** / **own mind**, but it was also very challenging.
- Working** / **Staff** turnover is high because the pay is too low.
- I would prefer a regular job to short-term **contracts** / **salary**.

 8

## 6 Complete the sentences with one word.

Example: I usually plan all the details of my holiday.

- I don't like writing reports, so I always \_\_\_\_\_ it off until the last possible moment.
- I didn't want to \_\_\_\_\_ her feelings, but I had to tell the truth.
- When my Swiss company meets with our Japanese colleagues, we \_\_\_\_\_ business in English.
- A jacket and tie are \_\_\_\_\_ in this restaurant. They won't let you in without them.
- 'Turn off' is a phrasal \_\_\_\_\_.
- 'My little sister is a monkey' is an example of a \_\_\_\_\_ – a way of describing something by saying it is like something else.

 6

 Vocabulary total  20

## PRONUNCIATION

## 7 Match the words with the same sound.

~~turnover~~ challenge speaking  
spread out stepsister employee

Example: work turnover

- relatives \_\_\_\_\_, \_\_\_\_\_
- tedious \_\_\_\_\_, \_\_\_\_\_
- salary \_\_\_\_\_

 5
8 Underline the stressed syllable.

Example: timetable

- bonus
- profession
- advance
- trousers
- conduct (v)

 5

 Pronunciation total  10

 Grammar, Vocabulary, and Pronunciation total  50

## READING

Read the article and tick (✓) A, B, or C.

## CREATING YOUR OWN JOB SATISFACTION

A lot of people think that job satisfaction is only for other people. They look with envy on people who love their jobs and who don't think of them as work. The idea of earning a living from something you really like doing only applies to a few very lucky people, they think. But this isn't so. It's not only people in the so-called 'glamour professions', for example, who can get genuine job satisfaction. You don't have to be in the arts or a sports person to get enjoyment from what you do for a living. Even if you're in a boring job, it's quite possible to get some satisfaction from it.

The key to this is your attitude. You may think it's unlikely that you can derive much satisfaction from a dull job that doesn't require much thought and that involves a lot of routine procedures. But if you approach it with the right attitude, and put some effort in, you may be surprised at how enjoyable you can make it. Of course, if you just sit there telling yourself how boring your job is, you'll never get anything out of it. But if you set out to find ways of making it enjoyable, there's a good chance you'll manage to.

One thing you can do is to set yourself challenges. Think about what you can do for yourself to make your work a little bit more interesting. If you've got a repetitive job, set yourself some targets to meet and try to beat your previous records. Or use your initiative in other ways. Think about ways you could develop your career into more interesting areas – see how you could improve your skills by doing a course, for example, or look into new skills you could get that would stand you in good stead for the future.

For some people, it's not boredom that's the problem, it's the fact that their jobs involve a significant amount of unpleasantness. But if you keep telling yourself your job is horrible and there's nothing you can do about it, you'll get stuck in a rut and you'll never get out of it. Focus on developing a positive attitude and try to keep any negative thoughts about your job out of your mind. Keep a sense of perspective – if something's gone wrong on a particular day, decide whether it really matters or not. If it isn't actually all that important, don't dwell on it, let it go. Learn from it, and take an upbeat view of what's happened – you'll know how to avoid the problem in future, or what to do about it if it happens again.

Of course, you may reach the point where you feel totally trapped in a job. If this mindset starts to overwhelm you, check out the options you may have in the place where you work. Map out a plan for improving your situation there. Are there other roles in the organization you could

apply for? Could you ask to be given different tasks? Could you get a different kind of assignment or go to another department where your skills are required? Finding out there are other options will give you a sense of control over your own working life. Even if you have no job satisfaction right now, you'll feel better if you know that there is a realistic prospect of work that gives you a degree of it.

Expectations are another key ingredient in job satisfaction. Take a long hard look at what you really are capable of. Sometimes it's important to accept that you couldn't really do the much more interesting or high-powered job you aspire to. Try to be aware of your own strengths and weaknesses. Focus on the things you really are good at, rather than on things that, if you're really honest with yourself, you couldn't actually do. Make the most of your situation and feel good about what you can do, rather than feeling bad about what you can't do.

Work is a very important part of most people's lives and it's important to get at least some satisfaction from it. If you really dislike your time at work, the rest of your life is affected too, and you can easily get a negative outlook on life in general. It's in your own hands to avoid this. Even if you can't get the job of your dreams, you can take steps to create your own job satisfaction.

- The writer's aim in the first paragraph is to \_\_\_\_\_.
  - distinguish between different kinds of work
  - correct a false belief
  - define the term 'job satisfaction'
- In the second paragraph, the writer \_\_\_\_\_.
  - warns readers against a certain attitude
  - advises readers not to have unrealistic ideas about work
  - suggests to readers that most jobs are dull
- In the third paragraph, the writer emphasizes \_\_\_\_\_.
  - how easy it can be to progress in a career
  - a particular route to job satisfaction
  - the need for people to motivate themselves
- The writer uses the phrase 'stuck in a rut' to refer to \_\_\_\_\_.
  - a situation that won't improve
  - the bad behaviour of others
  - the danger of being too sensitive
- What is the writer's advice if something goes wrong?
  - Pretend that it didn't happen.
  - Use the experience to your advantage.
  - Don't think about it until later.

## WRITING

You have decided to apply for the position advertised below. Write approximately 250 words in a covering letter or email.

*Is this for you?*

We are looking for responsible, experienced people (individuals or couples) of any age to 'work' as house-sitters in different European countries for varying lengths of time. All you need to do is take care of someone's house, pets, and garden whilst they are away on business or on holiday.

You won't earn any money but your accommodation is free. The minimum length of stay is one week so you can move from place to place.

Interested? Send an email or letter and CV to Bruce Matthews at "mailto:housesit@talknet.com" or post it to...

Writing total  10Reading and Writing total  20

- 6 The writer says that people who feel 'trapped' in a job should consider \_\_\_\_\_.
- A discussing their unhappiness with managers
- B moving to a different company or organization
- C changing the kind of work they do
- 7 The writer says that you will feel better about your working life if you \_\_\_\_\_.
- A think that some job satisfaction is possible in the future
- B choose a particular career option for the future
- C stop aiming for job satisfaction for a while
- 8 What does the writer say about expectations of work?
- A Too many people have unrealistic ones.
- B They should be based on real ability.
- C They may change as time passes.
- 9 In the final paragraph, the writer says that \_\_\_\_\_.
- A lack of job satisfaction has serious consequences for people
- B a negative attitude to life leads to a negative attitude to work
- C there is more to life than job satisfaction
- 10 Which of the following best sums up the writer's view in the text as a whole?
- A Some people find it easier to get job satisfaction than others.
- B Everyone can get a certain amount of job satisfaction.
- C Job satisfaction is the most important issue in the workplace today.

Reading total  10

## LISTENING

1 Listen to five people talking about the disadvantages of various jobs. Match the speakers (1–5) to the disadvantages of the job that they mention (A–H).

Speaker 1

Speaker 2

Speaker 3

Speaker 4

Speaker 5

- A lack of job security  
 B the possibility of making a serious mistake  
 C having to work at inconvenient times  
 D bad treatment from employers  
 E having to work in unpleasant physical conditions  
 F other people's low opinion of the job  
 G having to be dishonest  
 H the need to cooperate with colleagues

5

2 Listen to two friends discussing an article about personality types. Tick (✓) A, B, or C.

- 1 The two speakers agree that \_\_\_\_\_.  
 A the man does not react well to pressure   
 B other people like the man's attitude and behaviour   
 C the man should not consider himself a 'go-getter'

- 2 The man doesn't agree that he \_\_\_\_\_.  
 A is good at organizing other people   
 B makes too little effort   
 C annoys other people

- 3 What do the two speakers agree on the subject of discussions?  
 A The man often changes his view during them.   
 B The man always wants to make other people agree with him.   
 C The man likes it when people disagree with him.

- 4 The woman agrees that she \_\_\_\_\_.  
 A is regarded as unreliable by many people   
 B has a relaxed attitude to life   
 C frequently changes her plans

5 The man says that one characteristic of 'performers' is that they \_\_\_\_\_.

- A think too much about criticism   
 B expect too much of other people   
 C are too loyal to other people

5

Listening total  10

## SPEAKING Student A

1 Ask your partner these questions.

- Which person has inspired you the most?
- What kind of work would give you job satisfaction?
- Which three adjectives best describe your personality?
- When you argue with friends or family, what do you argue about?
- Why is it important for you to be good at English?

2 Now answer your partner's questions.

3 Now talk about one of these statements, saying if you agree or disagree. Give reasons.

- 'It is not possible to be both successful and happy.'
- 'Most people's personalities do not change as they get older.'
- 'The English language will not be as important in the future as it is now.'

4 Now listen to your partner. Do you agree with him / her?

Speaking total  15

Listening and Speaking total  25

**SPEAKING Student B**

- 1 Answer your partner's questions.
- 2 Now ask your partner these questions.
  - 1 What is your main ambition?
  - 2 Which three adjectives describe personalities that you particularly dislike?
  - 3 Which personal characteristics have you inherited from your parents?
  - 4 What is the most difficult aspect of the English language for you?
  - 5 Why is English such an important language in the world today?
- 3 Listen to your partner. Do you agree with him / her?
- 4 Now talk about one of these statements, saying if you agree or disagree. Give reasons.
  - 1 'Most people are unhappy in their jobs.'
  - 2 'It is not possible for people to be nice to each other all the time.'
  - 3 'It is not necessary for everyone to learn a foreign language.'

Speaking total  15Listening and Speaking total  25

## 1 Answer Key

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### Grammar, Vocabulary, and Pronunciation

#### GRAMMAR

- 1**
- 1 so
  - 2 consequently
  - 3 because
  - 4 due to
  - 5 so as not to
  - 6 in case
  - 7 Nevertheless
  - 8 yet
- 2**
- 1 don't have
  - 2 have been
  - 3 've been waiting
  - 4 Do ... have to
  - 5 had ... decorated
  - 6 has ... got
- 3**
- 1 You
  - 2 They
  - 3 We
  - 4 himself
  - 5 ourselves
  - 6 each other

#### VOCABULARY

- 4**
- 1 extended
  - 2 relationship
  - 3 brought
  - 4 skeleton
  - 5 get-together
  - 6 brother
- 5**
- 1 monotonous
  - 2 benefits
  - 3 motivating
  - 4 training
  - 5 employee
  - 6 comfort zone
  - 7 Staff
  - 8 contracts
- 6**
- 1 put
  - 2 hurt
  - 3 conduct / do
  - 4 required / obligatory

## 1 Answer Key

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- 5 verb
- 6 metaphor

### PRONUNCIATION

- 7 1 spread out, stepsister
- 2 speaking, employee
- 3 challenge
  
- 8 1 bonus
- 2 profession
- 3 advance
- 4 trousers
- 5 conduct

## Reading and Writing

### READING

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

### CREATING YOUR OWN JOB SATISFACTION

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## 1 Answer Key

of it. But if you set out to find ways of making it enjoyable, there's a good chance you'll manage to.

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## WRITING

Student's own answers.

## 1 Answer Key

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**Task completion:** The task is fully completed and the answer easy to understand. (4 marks)

**Grammar:** The student uses appropriate structures to achieve the task. Minor errors do not obscure the meaning. (3 marks)

**Vocabulary:** The student uses a sufficient range of words and phrases to communicate the message clearly. (3 marks)

## Listening and Speaking

### LISTENING

- 1 1 G  
2 F  
3 A  
4 C  
5 D

- 2 1 C  
2 B  
3 C  
4 B  
5 A

### SPEAKING

**Interactive communication and oral production:** The student communicates effectively with his / her partner, asking and answering simple questions, and where necessary initiating conversation, and responding. The student uses appropriate strategies to complete the task successfully. (10 marks)

**Grammar and Vocabulary:** The student uses a sufficient range of vocabulary and structure to communicate clearly. Minor occasional errors do not impede communication. (5 marks)

**Pronunciation:** The student's intonation, stress, and articulation of sounds make the message clear and comprehensible. (5 marks)

## FILE 1

## Listening 1

- Speaker 1** I would hate to be a salesman of any kind, the idea terrifies me. I think a lot of your time is spent pressurizing people, lying to them, potentially, I am not saying all salesmen do this but I think a lot of the time you do have to sell things that you don't necessarily believe in. I don't like that as a concept. A few of my friends, my school friends, they're salesmen, they love it, they've got the gift of the gab, they can, you know, talk the hind legs off a donkey, but, just, there is a feeling I get that is a little bit unsavoury at times, I know, this is a huge sweeping generalization, but I just wouldn't like to do it.
- Speaker 2** The job I would hate to do is probably a bit obvious, but I don't think I'd like to be a bin man, because I think that, well, it would obviously smell a lot and also I don't agree with it, but I think that there is possibly, maybe a bit of stigma attached to the job and people, I don't know, might look down at you even though I don't agree with that. I do know some guys who are bin men and they are fabulous and they have an amazing camaraderie with each other, they actually really enjoy their job and they finish fairly early, they work pretty good hours, and they are not stuck in an office every day, so they are out and about. I've never been a bin man, but when I worked in a bar I had to go round picking up cigarette butts off the floor and picking up everyone's rubbish, and sort of clearing up after people, I didn't mind it but it's not that pleasant.
- Speaker 3** I think a job I'd really like to do is be a professional actor. It must be great just going to, going filming in exotic locations and appearing on the West End stage. I used to be in school plays when I was a kid, so I think I've got what it takes. My brother-in-law used to be an extra in TV films and TV programmes like *EastEnders*, so he told me all about it what goes on and that. I can't really think of any downsides in this job, maybe the fact that you are unemployed a lot, maybe that's a bit of a downside, but other than that I think it would be great.
- Speaker 4** Well, I would love to be a midwife. I think it would be a wonderful thing to do, I think it would be rewarding, challenging and I would love to do it. My friend Annie is a midwife, she's an independent midwife and loves it. And I think the drawbacks to it, for her, are that, of course, you are on call all the time and you can be in the middle of a film and suddenly get a bleep on your phone but you have to go and deliver a baby, so you couldn't really, you know, plan your life around anything other than that. And I suppose one of the reasons I think I might be good at it is that having had two children myself, I do have first-hand experience of the kind of things that you would need and I think I've got an understanding of what, you know, a woman might, might need to know and the encouragement you might need when you're in labour.
- Speaker 5** A job I would absolutely hate would be to work in a call centre. I think it would be one of the worst jobs in the world because you are in the middle, I think you get a terrible time from both sides, from the people who are your bosses and from the people who call the call centre, who are usually cross about something and have a problem. I did telesales once a long time ago, part-time, so that was a slight experience of it and I hated it and never want to do it again and I think the only positive side to the job that I can see is that it is a job and you get paid.

**FILE 1**

**Listening 2**

**Dave** This is an interesting article I'm reading here. It's about different personality types and I'm trying to work out which one I am.

**Sue** Oh yeah?

**Dave** I think I might be what they call a 'Go-getter'. This kind of person is inventive, good at problem-solving, and loves life. Other people find their optimistic attitude and enthusiasm appealing, it says.

**Sue** Mmm, I'm not sure that's you exactly.

**Dave** Maybe not. But this is. Apparently, if they're under pressure, go-getters get overwhelmed by thinking about all the things that could go wrong. Oh and they forget important dates like birthdays.

**Sue** Hah, that last bit sounds more like you. But the rest of it doesn't really.

**Dave** OK, well maybe I fit into the category of 'Leader' then. Leaders are good at planning ahead and foreseeing problems. They're good organizers but they prefer sorting out what other people are going to do than doing the detailed things themselves.

**Sue** Ah, that's definitely you! You're always telling other people what to do!

**Dave** That's not fair. I always do my share! But I think this sounds like me – 'Leaders like discussing serious issues and they like challenging other people's views to get a serious debate going. They like people who can argue strongly to back up their beliefs.'

**Sue** Yeah, I'd say that describes you pretty well. You certainly enjoy a good argument.

**Dave** But what about this bit? It says that leaders start to lose confidence in their own abilities if people refuse to go along with their instructions. I think that's true of me actually, I do tend to question myself if that happens.

**Sue** Yes, I'd say that's right. So you're a leader then.

**Dave** OK, now what about you? Let's have a look. Ah, yes, this one, I reckon you're a 'Performer'.

**Sue** What?

**Dave** Yes, listen to this. 'Performers are fun-loving and may forget about commitments because they're enjoying themselves so much.' That's you all right.

**Sue** Mmm, maybe. What else?

**Dave** Well, they don't believe in making plans, they prefer to just deal with things when they come up. People like them because they're outgoing and they're focused on enjoying life. They think they can do things efficiently and have fun at the same time by not being tied to rules and routines.

**Sue** I guess you could say that all of that is a fair description of me. Sounds pretty good too.

**Dave** Yes, it does. Oh, and performers are good at motivating people because they're sensitive to how they're feeling and how to get the best out of them.

**Sue** And the downside?

**Dave** Well, they tend to take criticism very personally, and this stops them from getting on with things.

**Sue** I guess that's true of me. So I'm a performer.

**Dave** Yes, and when you read these descriptions, I wish I was too!