

1 Complete the mini-dialogues with suitable words. The first letters have been given.

1 **A** I think Zara would be a great n_____ – she loves taking care of people.

B Definitely! She'd be fantastic at the job.

2 **A** What does your partner do?

B He's an a_____.

A I could never do that – I'm no good with numbers.

3 **A** Where were BMW cars first produced?

B In a f_____ in Bavaria in Germany.

4 **A** Have you noticed that Stefan loves watching all those TV dramas set in court?

B Yes, I think it's because he wants to study law and be a j_____ one day.

5 **A** How did you end up doing this job?

B Well, I studied e_____ at university and then joined the company.

A Have you always enjoyed designing things?

B Yes, I have.

2 points for each correct answer

	10
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2 Combine the pairs of sentences using the present perfect simple and for or since.

EXAMPLE:

My partner is a teacher. He started teaching in 2004.

My partner has been a teacher since 2004.

1 I'm a professor at City University. I started working there six years ago.

2 Ria wants to work in New York. She decided this when she left college.

3 Piotr had an accident at work. He doesn't have a job now.

4 Tomas has a new boss. His boss began work a week ago.

5 Eleni lives in Greece now. She moved there when she was a teenager.

2 points for each correct answer

	10
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3 Match 1–5 with a–g to make complete sentences. Add to or not to in the correct place in each sentence. There are two endings that you don't need.

1 If you have an interview, it's important ____

2 Yesterday my bosses warned me ____

3 Zara doesn't have time ____

4 It was a useful experience for me ____

5 All members of staff are given a mobile phone ____

a look at the person who asked you.

b hear how I plan to do it.

c see how others do my job.

d be late for the meeting.

e arrive on time for it.

f make keeping in touch easier.

g give me any help with my project.

2 points for each correct answer

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B1 Unit test 12A

Navigate

- 4 Complete the manager's description of his job with the correct form of the words in the box. There are three words that you don't need.**

enquiry	team	emails	paperwork
clients	meeting	business	
presentation			

I'm a manager in a large publishing company in Singapore and I've worked there for ten years. Sometimes my work is really exciting, like when I go out of the office to visit ¹ _____ or go to our offices in other countries. But unfortunately that doesn't happen very often. On a typical day, the first thing I do when I come into the office is read my ² _____. There are usually lots of those, so that can take a while. There are twelve people on my ³ _____ and I enjoy working with all of them. Most days we get together and spend at least two hours planning future projects, and one of us often does a ⁴ _____ then. There's quite a bit of ⁵ _____ to do, too, like checking documents and preparing contracts, but I don't really mind doing that sort of thing.

2 points for each correct answer

10

- 5 Match 1–5 to a–f to make complete sentences. There is one ending that you don't need.**

- 1 I couldn't live in my sister's house _____
 - 2 I'd love to stop and chat, _____
 - 3 I understood exactly what I had to do _____
 - 4 I broke up with my partner _____
 - 5 I couldn't finish my report on time, _____
- a but I'm in a hurry to get to the shops before they close.
 - b so I was in trouble with my manager.
 - c because she explained it to me in detail.
 - d but I'm in charge of it now.
 - e because it's always in such a mess.
 - f because we had nothing in common any more.

2 points for each correct answer

10

- 6 Choose the correct answer from the words in *italics*.**

- 1 Ria hasn't done much work this year. *Instead* / *However*, she got a huge pay rise.
- 2 *Despite* / *Even though* I was on holiday, I answered all my work emails.
- 3 Josef was late for work this morning, *but* / *despite* he still went home early.
- 4 The company didn't employ any extra staff. *Instead* / *Even though*, they asked everyone to work more.
- 5 *However* / *Although* the company made a lot of money last year, the director lost his job.

2 points for each correct answer

10

- 7 Complete the text with suitable linking words. Use a different word or phrase in each space.**

Google is one of the most popular search engines in the world and is used by millions of people to help them find the information they need. It was started in the 1990s by two students, Larry Page and Sergey Brin, at Stanford University in the US. They examined how other search engines did their job, ¹ _____ they were not happy with what they saw. So, they invented something better and called their new search engine 'BackRub'. ² _____, they eventually changed this name to 'Google'. ³ _____ being Page's and Brins' idea, the Google website came under Stanford University's website at that time. ⁴ _____ the search engine was a huge success, Page and Brin decided to sell it in the late 1990s because they wanted to do other things. They don't own the company now. ⁵ _____, they work for it, and have promised to be there for many more years.

2 points for each correct answer

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B1 Unit test 12A

Navigate

8 Read the extract from a conversation during a job interview. Choose the correct answer from the words in *italics*.

Interviewer Thanks for that information. Now I'd like to ask you about your educational background. Could you tell me a bit more about your qualifications?

Lena Yes, of course. Well, ¹ *I'm currently working as / I've got a university degree in* international business. I completed that in 2010.

Interviewer And you got some experience working abroad as part of that, didn't you?

Lena Exactly. I spent six months working with the business development team of a large electrical company. ² *I've also worked as / I'm good at* a customer service assistant, and that allowed me to really improve my people skills. I often had to deal with angry customers!

Interviewer I'm sure you did. And tell me about what you're doing these days.

Lena ³ *I'd really like to get into / I'm currently working as a* manager in the business development group of an American IT company. They're trying to open more branches in East Asia, and that's where I come in with my background in international business.

Interviewer I see. What would you like to do next in your career?

Lena Actually, ⁴ *I'm good at / I'd really like to get into* sales. People always tell me I'm good at talking, so that would be very useful when it comes to selling!

Interviewer Good. Moving on now to your personal qualities ... Could you name one thing that's difficult for you to do?

Lena Well, to be honest, sometimes ⁵ *I find it hard to / I can* know when to finish working on something. I think it's because I love my work so much and I always want everything to be perfect!

Interviewer Not a bad thing!

2 points for each correct answer

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9 Complete the blog with the correct form of the words in CAPITALS.

- 1 EMPLOY
- 2 SCIENCE
- 3 KNOW
- 4 ACHIEVE
- 5 WEAK

Looking for a job

In the modern world, everyone needs money to stay alive. However, people need a job to earn money and the fact is it's not always easy to find ¹ _____.

When you're looking for a job, first of all think about what you've studied. If you haven't studied physics or chemistry, for example, it's unlikely that you'll get a job as a ² _____. You might be very interested, but you obviously won't have enough ³ _____ of the subjects. Also, think about what you are good at and what you've done well so far – be ready to talk about your ⁴ _____ when you're at an interview. Of course, interviewers know that nobody's perfect, so they may also ask you about your ⁵ _____. Preparation is definitely the most important thing when it comes to interviews!

2 points for each correct answer

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10 Read the article about working from home.**Complete the notes with a word from the text.****Write one word or number in each space.****Homeworking**

Whether you call it homeworking or working from home, it's becoming much more common in many countries. Software businesses and law firms are all allowing their staff to do it more and more, at least part-time. However, we're still a long way from the dreams of years ago, when it was imagined that offices would only have people in them who had to be there to use the equipment or do the cleaning.

Homeworkers reduce the need for large offices, and they are often more hardworking. American studies show that workers produce almost 40% more when they are at home than when they work in the office. According to manager James Horgan, this is partly because the stressful journey to work is removed from their day. 'What we found was that most of the time saved went back into work,' Horgan explained. 'These workers enjoyed their new situation and gave importance to it, and to protect it, they worked more'.

Companies offering homeworking as an option also find it easier to attract staff and keep them.

Homeworking has advantages for society, too, because it encourages more variety. It introduces the world of work, sometimes for the first time, not just to carers – those who look after elderly or ill family members – but also to disabled people or those living in areas that are far away from towns and cities. As people may have more free time due to homeworking, they often become more involved in community activities.

Working from home

- It's more common now.
- It's typical for lawyers and employees of ¹ _____ companies.
- Big offices are not necessary.
- Homeworkers can do as much as ² _____ more work at home.
- One reason for this: they no longer have a difficult ³ _____ to work.
- Homeworkers are happy with their situation.
- It's not difficult for companies offering homeworking to find ⁴ _____.
- It also allows carers and people who are ⁵ _____ to work if they want to.

*2 points for each correct answer***Unit test 12A total**

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