

Unit 9

PRACTICE TEST 1

Circle the letter A, B, C or D to indicate the word whose underlined part is pronounced differently from the others.

- | | | | |
|-----------------------|----------------------|--------------------|---------------------|
| 1. A. d <u>iff</u> er | B. d <u>ec</u> ide | C. <u>i</u> mprove | D. <u>i</u> nstruct |
| 2. A. <u>e</u> vent | B. fri <u>en</u> dly | C. <u>e</u> ditor | D. <u>n</u> etwork |

Circle the letter A, B, C or D to indicate the word that has a stress pattern different from the others.

- | | | | |
|----------------|----------------|--------------|---------------|
| 3. A. employer | B. assistant | C. counselor | D. assignment |
| 4. A. popular | B. interesting | C. flexible | D. creative |

Circle the letter A, B, C or D to indicate the best option for each of the following questions.

5. The university offers _____ for the students to get fit and improve teamwork skills.
A. sports facilities B. modern libraries C. cozy cafeterias D. career talks
6. The _____ is responsible for checking articles before they are published.
A. interior designer B. influencer C. editor D. beautician
7. Jason has suffered from a serious back injury, so he needs to see a(n) _____.
A. entrepreneur B. banker C. instructor D. physical therapist
8. You're very creative. You _____ probably become an excellent interior designer.
A. could B. must C. should D. need
9. I was absent from class for three days, so I need to _____ up on lots of assignments.
A. get B. catch C. look D. come

Circle the letter A, B, C or D to indicate the options that best complete the letter.

Dear Mr. Brown,

I am writing to express my interest in the Sales Manager position at Kevin & Keith. With my background and skills, I am confident (10) _____ my ability to contribute effectively to your team.

I believe I have suitable qualities to excel in this role. First, I (11) _____ strong time management skills through my experience in meeting tight deadlines since I was at university. Second, my (12) _____ skills allow me to handle multiple projects effectively. Third, I have extensive experience collaborating with other people, (13) _____ has improved my communication skills. Finally, my (14) _____ skills have grown through supervisory roles, where I have successfully guided and my team members to achieve shared goals. I am excited about the opportunity to work for Kevin & Keith. (15) _____ you have any questions, please contact me via my email: edward.wellington@gmail.com.

Yours sincerely,

- | | | | |
|-----------------|--------------|-------------------|-------------------|
| 10. A. in | B. at | C. for | D. to |
| 11. A. develop | B. developed | C. have developed | D. was developing |
| 12. A. teamwork | B. technical | C. interpersonal | D. multitasking |
| 13. A. who | B. which | C. that | D. whom |
| 14. A. lead | B. leader | C. leadership | D. leading |
| 15. A. Should | B. Do | C. Would | D. Did |

Circle the letter A, B, C or D to indicate the correct arrangement of the sentences to make a meaningful paragraph in each of the following questions.

16. a. Surprisingly, he accepted the offer and became the employee of the year two years later.
 b. Mike has loved designing apps since he was in high school.
 c. When applying for a position in the marketing department, Mike was offered to work in the IT department.
 d. However, he decided to major in marketing after high school, and app designing was still his hobby.
 e. Moreover, he was a confident schoolboy who was excellent at math and science.

A. c-e-b-d-a B. c-e-a-d-b C. b-d-e-c-a D. b-e-d-c-a

17. a. She used to do a nine-to-five job at the office from Monday to Friday.
 b. Since then, she has managed to boost her work performance and achieve her work-life balance.
 c. When she gave birth to her third child, she decided to choose flexible working hours.
 d. Anna has been a full-time accountant in a big corporation for six years.
 e. As a result, Anna can work more efficiently and have more quality time for her family.

A. d-c-a-e-b B. d-a-c-b-e C. a-c-e-d-b D. a-c-d-b-e

Circle the letter A, B, C or D that best completes the application letter.

Dear Sir or Madam,

(18) _____ the position of Digital Marketing Manager that appeared in the local newspaper on May 11th. I am decisive, flexible and committed, with strong communication skills and problem-solving abilities. I have a good sense of teamwork (19) _____ in a collaborative environment for two years.

I believe I am suited for this role as I have a Bachelor's degree in Marketing from the University of Eton. I have (20) _____ at a bank in Bristol recently. (21) _____ if you consider me for the post in question. I am available for an interview (22) _____. Please find the attached copy of my CV for your consideration. Please do not hesitate to contact me if you have any further questions. (23) _____

Yours faithfully,

- | | |
|--|---|
| 18. A. I apologize for | B. I am writing to apply for |
| C. I can't wait to tell you about | D. I want to discuss |
| 19. A. after working | B. while working |
| C. because I have been working | D. since I worked |
| 20. A. valued working experience and gains | B. experienced gains by working |
| C. worked by gaining invaluable experience | D. gained invaluable working experience |
| 21. A. I'm very grateful | B. I would be very grateful |
| C. I'm going to be grateful | D. I'd love to be grateful |
| 22. A. sometime | B. someday |
| C. at any time | D. all the time |
| 23. A. I look forward to hearing from you soon | B. I can't wait for the interview |
| C. I'd better get going | D. I must go now. |

Circle the letter A, B, C or D that best completes the email.

Hi Kate,

To: kateharper@gmail.com

I'm glad that you asked me for career (24) _____. There are lots of interesting choices, but it's very smart of you to (25) _____ them down to a graphic designer or a banker.

You'd make an awesome interior designer. Choosing furniture and colors for different rooms could be one of your daily tasks. You could even work from home a few days a month thanks to your (26) _____ working hours.

Working as a banker is a demanding job. You could even deal (27) _____ a variety of clients including extremely rich and famous clients. Normally, you might be required to work overtime to carry out research on many cases to gain further insights, which (28) _____ negatively affect your work-life balance.

I hope my advice is helpful. I can't wait for your decision.

- | | | | |
|--------------------|----------------|-----------------|---------------|
| 24. A. achievement | B. development | C. satisfaction | D. advice |
| 25. A. narrow | B. turn | C. keep | D. break |
| 26. A. fixed | B. busy | C. flexible | D. inflexible |
| 27. A. down | B. with | C. up | D. off |
| 28. A. must | B. should | C. would | D. could |

Read the passage and circle the letter A, B, C or D to indicate the best answer to each of the following questions.

Many people have unique jobs that sound strange at first. Here are a few unusual jobs that might amaze you. Firstly, there's the role of a pet food taster. Surprisingly, there are individuals who are employed to taste-test pet food. Different kinds of pet food follow specific nutritional standards, and **they** have to ensure the foods meet those standards before being sold, so the job requirements are a bit complicated. The pet food tasters must **have a strong stomach** and a good sense of taste because they may need to try various types of pet food, including wet, dry, meaty, and vegetarian varieties.

Another unusual job is a golf ball diver. While it might seem like a dream job for golf lovers, it's actually quite challenging. Golf ball divers dive into lakes and ponds on golf courses to collect lost balls. These balls are then cleaned, sorted, and sold back to golfers at a lower price than new ones. This job can be risky, as divers are **exposed to** different kinds of unpredictable weather conditions and sometimes encounter alligators, depending on the location.

Lastly, there's the profession of a professional wedding guest. This involves attending weddings as a guest without any personal connection to the couple. These professionals are hired to fill up guest lists and create a lively atmosphere. They might be asked to dance with guests or even give speeches.

Although these jobs might seem odd, they all serve important purposes. It goes to show that there's a place for everyone in the working world!

29. Which could be the best title for the passage?

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|--|---|
| A. The Benefits of Some Weird Jobs | B. The Disadvantages of Some Weird Jobs |
| C. The Requirements of Some Weird Jobs | D. The Descriptions of Some Weird Jobs |

30. The word **they** in paragraph 2 refers to _____

- | | | | |
|--------------|----------------------|----------------|-----------------|
| A. standards | B. kinds of pet food | C. individuals | D. requirements |
|--------------|----------------------|----------------|-----------------|

31. The phrase **have a strong stomach** in paragraph 2 mostly means _____

- | | |
|---|---|
| A. be able to digest different kinds of food | B. be able to keep fit |
| C. be able to understand different kinds of taste | D. be able to eat a huge amount of food |

32. The phrase **exposed to** in paragraph 3 is opposite in meaning to _____

- | | | | |
|-----------------|-------------------|---------------|------------------|
| A. supported by | B. protected from | C. covered by | D. endangered by |
|-----------------|-------------------|---------------|------------------|

33. Which of the following is NOT mentioned in the passage?

- A. Some people are hired to taste some animal food and give feedback.
- B. Some jobs require the employees to deal with bad weather conditions.
- C. Some golf ball divers have been attacked by wild animals like alligators.
- D. Some strangers could be paid to attend weddings and even dance with other people.

Read the passage and circle the letter A, B, C or D to indicate the best answer to each of the following questions.

A Curriculum Vitae (CV) is a vital document in the job application process. A well-written CV not only demonstrates a candidate's job qualifications but also makes a lasting impression on potential employers. To write an outstanding CV, consider the following tips.

First and foremost, clarity and conciseness are key. Begin with a **convincing** personal statement that clearly outlines your career objectives and core competencies. Then, ensure that your CV is well-organized, with clearly defined sections for education, work experience, skills, and achievements. Use bullet points and concise language to make it easy for the target employers to scan for important details as quickly as possible because **they** might not spend much time reading your CV. Second, **tailoring** your CV to the specific job you're applying for is crucial. Highlight the skills and experiences that are only related to the job description, which demonstrates your suitability for the job attention to detail, and commitment to the application process. Third, mention specific technical skills and soft skills, along with achievements related to your work experience wherever possible. Instead of general statements, use specific numbers and data to **illustrate your impact in previous roles**. For instance, mention the percentage increase in sales you achieved or the number of successful projects you managed, using different skills because detailed information helps you earn the employer's trust. Finally, provide the precise contacts of your previous managers or university lecturers in the references. The future employers could double-check what you present in your CV by contacting someone reliable in the field.

In conclusion, a well-crafted CV is a powerful tool that should be written based on clarity, customization, quantification, and references. If your tool is built successfully, you will have a better chance of getting the right job.

34. Which of the following could be the best title for the passage?
- A. How to Demonstrate Your Job Qualifications in a CV
 - B. How to Make a Powerful Tool for Your CV
 - C. How to Present a Clear Outline in a CV
 - D. How to Create an Impressive CV
35. The word **convincing** in paragraph 2 is opposite in meaning to _____
- A. unclear
 - B. impractical
 - C. unpersuasive
 - D. incorrect
36. The word **they** in paragraph 2 refers to _____
- A. details
 - B. employers
 - C. bullet points
 - D. achievements
37. The word **tailoring** in paragraph 2 is closest in meaning to _____
- A. writing
 - B. attaching
 - C. adjusting
 - D. preparing
38. The phrase **illustrate your impact in previous roles** in paragraph 2 mostly means _____
- A. show what you did in the past
 - B. clarify how well you performed in the past jobs
 - C. demonstrate the effects of your past jobs
 - D. prove the way you worked
39. According to paragraph 2, to show the suitability for the role, a candidate should _____
- A. use specific figures of their past achievement
 - B. create compelling evidence of their competence
 - C. provide the correct contacts of their home address
 - D. emphasize skills and experiences relevant to the job
40. Which of the following can be inferred from the passage?
- A. A candidate's previous managers or lecturers could confirm the candidate's competencies.
 - B. Employers generally spend time reading the whole CV to scan for the details related to the position.
 - C. A candidate's career objectives are considered the most important in the CV.
 - D. Candidates should provide as many details related to their education as possible in the CV.

PRACTICE TEST 2

Circle the letter A, B, C or D to indicate the word whose underlined part is pronounced differently from the others.

- | | | | |
|------------------------------|----------------------|----------------------|-----------------------|
| 1. A. str <u>uggle</u> | B. s <u>tu</u> dy | C. s <u>ucc</u> ess | D. prod <u>uct</u> |
| 2. A. <u>cr</u> eat <u>e</u> | B. d <u>ecor</u> ate | C. int <u>erac</u> t | D. s <u>oci</u> alize |

Circle the letter A, B, C or D to indicate the word that has a stress pattern different from the others.

- | | | | |
|----------------|-------------|--------------|---------------|
| 3. A. client | B. career | C. balance | D. doctor |
| 4. A. accurate | B. creative | C. potential | D. successful |

Circle the letter A, B, C or D to indicate the best option for each of the following questions.

5. Justin's job is really stressful, which makes it difficult for him to take regular _____.
A. tasks B. achievements C. vacations D. projects
6. Lila is highly _____, so she willingly finds effective ways to complete her tasks.
A. confident B. experienced C. artistic D. motivated
7. If you want to be a(n) _____, you should understand different kinds of cosmetic products and make-up.
A. editor B. beautician C. yoga instructor D. banker
8. Employees are expected to work effectively to contribute _____ their company's success.
A. to B. for C. with D. about
9. My family is running a restaurant, and I sometimes _____ them out on weekends.
A. take B. make C. help D. figure

Circle the letter A, B, C or D to indicate the options that best complete a part of the resume.

Profile:

I am a motivated and creative young professional seeking a part-time job 20) _____ values innovation and effective time management. I believe I can contribute positively _____ a dynamic workplace.

Experience:

Administrative Assistant at Nedford Company : June 2023 - Present

- I demonstrated strong 22) _____ skills that allowed me to work with my teammates and other departments.
- Intern at Elderson Marketing Agency: January 2023 - May 2023
- I _____ market research and analyzed data to identify new business opportunities.
- I assisted in organizing company events and enhancing team _____ and morale.

Skills:

I am proficient _____ Microsoft Office Suite and Google Workspace.

I have strong time management and organizational skills.

- | | | | |
|------------------------|----------------------|------------------|--------------------|
| 10. A. who | B. that | C. whose | D. whom |
| 11. A. for | B. about | C. with | D. to |
| 12. A. problem-solving | B. critical-thinking | C. interpersonal | D. multitasking |
| 13. A. carried out | B. filled in | C. took up | D. put on |
| 14. A. collaborate | B. collaboration | C. collaborative | D. collaboratively |
| 15. A. on | B. at | C. with | D. in |

Circle the letter A, B, C or D to indicate the correct arrangement of the sentences to make a meaningful paragraph in each of the following questions.

16. a. In the future, we can expect greater success from Mr. Brown's team.
b. For the past three months, he has efficiently coordinated his team's workload.

- c. As a result, his team's productivity has significantly improved.
- d. Besides, his ability to motivate team members is admirable.
- e. The last project was a huge success thanks to Mr. Brown, our new manager.

A. d-c-b-e-a B. e-a-d-b-c C. e-b-d-c-a D. c-b-d-a-e

17. a. With the sense of responsibility, he can contribute to a more efficient workflow.
- b. As a result, the editor's team can meet deadlines and produce excellent content for the newspaper.
 - c. Additionally, the editor must collaborate closely with his team members.
 - d. A newspaper editor is required to develop a responsible mentality.
 - e. If the whole team works effectively, they can achieve the shared goals.

A. e-a-d-b-c B. d-a-c-e-b C. b-a-c-e-d D. d-a-e-c-b

Circle the letter A, B, C or D to indicate the options that best complete the job advertisement.

We're searching for ambitious and talented individuals to join our skilled team of professionals. (18) _____, candidates must have a strong academic background in science. Also, (19) _____ a minimum of a bachelor's degree in graphic design and excellent communication skills, as they'll be dealing with a diverse range of clients, (20) _____

Another critical quality that we seek in potential employees is (21) _____ effectively. Our industry can be quite a challenging one, and we need people who are up to the task. (22) _____, so the successful candidate will be someone who can work well as part of a large team.

Finally, we're also looking for applicants (23) _____ working in a related field. This experience will be incredibly valuable and will allow the chosen candidate to ensure good progress from the beginning. If you meet the qualifications, we've outlined, we'd love to hear from you.

- | | | | |
|---|--|--|--|
| 18. A. In general | B. In fact | C. In particular | D. In short |
| 19. A. applicants are required to have | B. applicants required to have | C. required applicants to have | D. applicants have required |
| 20. A. either domestically or internationally | B. neither domestically or internationally | C. not domestically but internationally | D. both domestically and internationally |
| 21. A. able to solve problems | B. the ability to solve problems | C. being able to solve problems | D. to enable to solve problems |
| 22. A. Crucial collaboration in the workplace | B. In the collaboration, crucial work | C. In the workplace, crucial collaboration | D. Collaboration is crucial in the workplace |
| 23. A. to have previous experience | B. which has previous experience | C. who have previous experience | D. will have previous experience |

Circle the letter A, B, C or D to indicate the options that best complete the email.

To: olivergreen@gmail.com

Subject: Re: I need your career advice.

Hi Oliver,

I'm glad that you asked me about your future career. You're considering two interesting options: editor and fitness instructor. They have advantages and disadvantages that you need to keep in mind before (24) _____ the final decision. Being an editor requires you to read a lot and write regularly. It's a (25) _____ job that could allow you to work at any time of the day, and you could even do it anywhere you want. However, you could have to work late in the evening and even on Sundays, trying to (26) _____ how to edit an article or a story.

Being a fitness instructor would be great for you. You've done yoga and aerobics since you were fifteen, so I know you're good at it. You (27) _____ become a billionaire, but I don't think that is very important to you. It is helping others to get fit that matters the most to you.

I hope that helps. Let me know when you make (28) _____ your mind.

Speak to you soon.

- | | | | |
|------------------|-------------|---------------|----------------|
| 24. A. setting | B. doing | C. getting | D. making |
| 25. A. permanent | B. flexible | C. demanding | D. challenging |
| 26. A. deal with | B. fill out | C. figure out | D. carry out |
| 27. A. mustn't | B. mightn't | C. shouldn't | D. can't |
| 28. A. up | B. in | C. on | D. off |

Read the passage and circle the letter A, B, C or D to indicate the best answer to each of the questions.

Choosing the right career is generally challenging for many high school students. However, they might find it easier if they seek a career based on the following criteria.

First, it is imperative to realize your talents. They are the strengths and skills that **make you stand out from others**. If you think you're good at nothing, try to evaluate your skills again. If you haven't found your talent yet, then you haven't experienced what you were born to do; keep trying different skills, hobbies, or sports until you find one. When you find your talents, try to match your capabilities with suitable job requirements, which will increase your chance of finding the right job.

Second, the element of passion should be carefully understood. If you have lots of hobbies, try to narrow them down to under three useful hobbies on which you wish to spend lots of time regularly because they are your passion. Then, consider various full-time and part-time jobs that require characteristics similar to **those** of your passion. In other words, if you find a job that allows you to do what you love, you will love what you do.

Finally, the factor of labor market plays a crucial role. Carrying out research on industry **trends**, new technologies, and consumers' preferences is essential to help you choose a job that meets the long-term demands of the labor market. Therefore, ensuring that your unique skills and passions satisfy the changing needs of the job market can improve your employability.

In summary, choosing a successful career involves a combination of talent, passion, and the labor market which are equally important. By balancing these three criteria, you can manage to find the right job.

29. Which of the following could be the best title for the passage?

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|---|--|
| A. The Reasons for Choosing the Right Career | B. The Challenges of Choosing the Right Career |
| C. The Criteria for Choosing the Right Career | D. The Balance in Choosing the Right Career |

30. The phrase **make you stand out from others** in paragraph 2 mostly means _____

- | | |
|--|--|
| A. help you improve your skills faster than others | B. help you become taller than others |
| C. help you earn more money than others | D. help you become more noticeable than others |

31. The word **those** in paragraph 3 refers to _____

- | | | | |
|--------------------|-------------------|-------------------|------------|
| A. characteristics | B. full-time jobs | C. part-time jobs | D. hobbies |
|--------------------|-------------------|-------------------|------------|

32. The word **trends** in paragraph 4 is closest in meaning to _____

- | | | | |
|-----------|---------------|---------|--------------|
| A. events | B. tendencies | C. news | D. standards |
|-----------|---------------|---------|--------------|

33. Which of the following could be inferred from the passage?

- A. The labor market is considered the most important factor in finding a successful career.
- B. Trying different skills can help you understand more about the labor market.
- C. By researching different industry trends, you can improve your skills.
- D. If a job requires some skills that you love, it could be the right one for you.

Read the passage and circle the letter A, B, C or D to indicate the best answer to each of the questions.

Soft and hard skills are both crucial in various jobs. Soft skills are interpersonal and personal characteristics that help people interact effectively, while hard skills are specific abilities that can be measured and quantified.

In many professions, such as teaching, soft skills like communication, empathy, and patience are crucial. Teachers need to effectively communicate with students and colleagues to create a positive learning environment. Empathy helps teachers understand students' needs and concerns while patience helps them handle difficult situations calmly. In the business world, soft skills like communication and leadership are highly valued. Effective communication **enables** employees to convey ideas, collaborate, and build strong relationships with clients and colleagues. Leadership skills are necessary for guiding teams toward common goals.

In contrast, hard skills like subject knowledge, lesson planning, and classroom management are also essential for teachers. A solid understanding of the subject matter allows teachers to deliver accurate lessons. Effective lesson planning ensures that learning objectives are met, while strong classroom management skills help maintain discipline and order. Hard skills like medical knowledge, technical proficiency, and attention to detail are essential in healthcare. Healthcare professionals must have sufficient medical knowledge to diagnose and treat patients accurately. Technical **proficiency** in operating medical equipment ensures accurate diagnosis and treatment, while attention to detail is crucial for patient safety. Hard skills such as analytical thinking and project management are essential in business. Analytical thinking helps professionals analyze data and ensures **effective budgeting**.

In conclusion, both soft and hard skills are essential in different jobs. Both types of skills complement each other and are crucial for achieving excellence in various professions.

34. Which of the following could be the best title for the passage?

- A. The Importance of Soft and Hard Skills
- B. The Ways to Acquire Soft and Hard Skills
- C. The Combination of Soft and Hard Skills
- D. The Solutions for Soft and Hard Skills

35. According to paragraph 2, with effective communication, people can _____

- A. improve their knowledge
- B. find great leaders
- C. maintain good relationships with others
- D. achieve common goals

36. The word **enables** in paragraph 2 is opposite in meaning to _____

- A. encourages
- B. prevents
- C. allows
- D. permits

37. The word **proficiency** in paragraph 3 is closest in meaning to _____

- A. effect
- B. acquisition
- C. competence
- D. advancement

38. The phrase **effective budgeting** in paragraph 3 mostly means _____

- A. profit tracking
- B. profit forecasting
- C. financial evaluating
- D. financial planning

39. According to paragraph 3, the hard skills bring lots of benefits EXCEPT _____

- A. to create accurate lessons
- B. to make patients in the hospital happy
- C. to analyze data accurately
- D. to manage projects effectively

40. Which of the following is NOT mentioned in the passage?

- A. Hard skills are considered more important than soft skills.
- B. It's possible to measure hard skills in different fields.
- C. Strong relationships can be built thanks to soft skills.
- D. Hard skills can help teachers manage a class effectively.