

TEST

1. Complete the sentences with the correct words.

1. One of the most difficult problems a young person faces is deciding what to do about _____.
2. Choosing _____ takes time and there are a lot of things you have to think about.
3. You may find that you will have to take special courses _____ a particular kind of work.
4. The resume begins with _____ centered at the top page.
5. This _____ should be well thought out from the very beginning since it will _____ the way you will write the rest of the resume.
6. The process of finding people for particular jobs is _____.
7. Outside specialists called _____ may be called to _____ people for very important jobs.

2. Put the words in the correct order to make sentences.

- a. are, for, a, you, decision, and, of, your, fortunately, lot, making, in, there, to, people, help, can, advice, turn.
- b. friends, ideas, your, listen, offer, you, suggestions, to, can, and, over, and, also, to, with, are, who, family, ready, always, talk, members.
- c. long, knitting, for, a, evening, is, winter, useful, occupation.
- d. the, profession, that, you, is, your, life, part, working, your, of, spend.
- e. publications, in, solid, their, expensive, place, companies, prestigious, ads
- f. not, job, list, the, who, qualification, at, you, least, for, two, your, people, to, describe, can, related.
- g. why, a, he, covering, right, made, his, why, he, person, is, sending, it, CV, in, job, and, for, an, he, application, wanted, the, and, the, letter, explaining

3. Match the following words and their meanings

1. recruitment	a) a person not related to a candidate, who can describe his/her qualification for the job
2. headhunting	b) assessing one's intelligence and personality.
3. CV	c) explanation why a person wants the job and why he/she is the right person for it.

4. covering letter	d) the list of the universities, institutes, colleges one has attended
5. psychometric tests	e) the process of finding people for particular jobs
6. education	f) the "story" of one's working life
7. referee	g) persuading them to leave the organizations they already work in

4. Find the skills suitable for the following jobs.

1. accountant	a) making decisions
2. manager	b) analyzing
3. social worker	c) speaking
4. journalist	d) supervising
5. senior executive	e) helping people
6. interpreter	f) interviewing
7. florist	g) decorating

5. IN EACH SEQUENCE CROSS OUT ONE MISMATCHING WORD/WORD COMBINATION (judging by sense).

- business card, first impression, transport charge, business communication, the pledge of success;
- social status, eye contact, gender, tolerance, cultural differences, stereotypes, controversial;
- terms and conditions, business proposal, confusion, conversation, business negotiation, professional partnership, boarding pass, customer, data;
- to check in, to check out, to disembark, to book a room, to pay the bill, to make a complaint/request, to order, to receive a call;
- self-introduction, arrangement, to complete a degree, face-to-face meeting, body posture, self-presentation, professional image, to be on time, to state the purpose;
- senior, year of studies, major, freshman, junior, sophomore;
- master's degree, system of higher education, bachelor's degree, associate's degree, offspring.