


Grammar

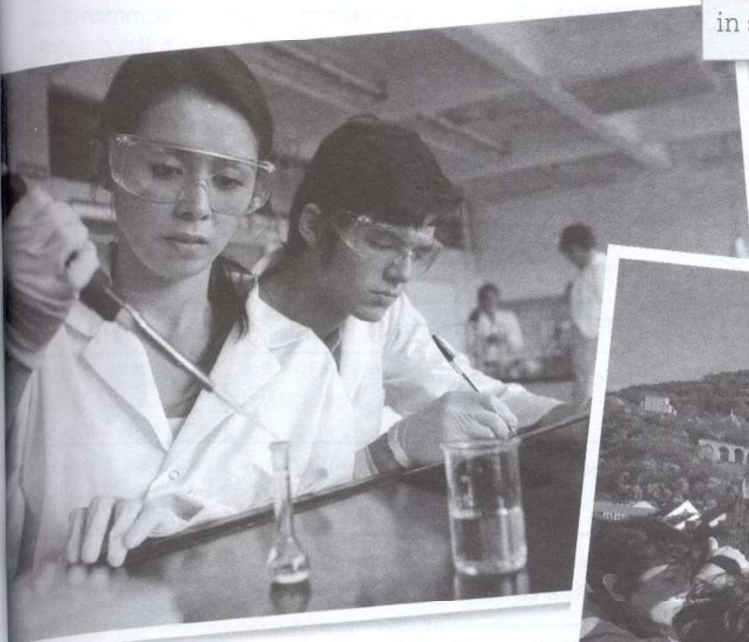
Expressing possibility, probability and certainty

1 Choose the correct modal verb in each sentence.

- When you choose a book for a child to read, it *can't* / *shouldn't* be too difficult for their age.
- Katerina knew it *can't* / *couldn't* be Igor ringing the doorbell because he had a key.
- When the new students arrived, there was nobody to welcome them and this *mustn't* / *shouldn't* have happened.
- If you give Angelo the news now it *could* / *must* upset him, so tell him later on.
- Jack isn't here yet so he *must* / *should* be waiting for Rose who's always late.
- According to the directions, the hotel *could* / *should* have been next to the park but there was only a garage there.
- If we offer free sandwiches, it *can* / *may* encourage more people to attend the lecture.
- We are looking for people who *might* / *should* be able to write reviews for the magazine.

- 2  05 Read what a student said about the photographs of the two jobs below and choose the correct word. Then listen and check your answers.

The people in the first photo are working in a lab. They (1) *may* / *can* be students in a university or it (2) *could* / *must* be a hospital but it's difficult to tell. It seems highly likely that they're doing some kind of research though. They (3) *could* / *can* be working separately but it is more (4) *possible* / *likely* that they are working together with the man taking notes. There's a (5) *strong* / *little* likelihood that they are working with chemicals as the woman has protective glasses on. This kind of work demands a high level of accuracy and (6) *must* / *can't* be very rewarding if you're good at it. In the second photo the people are doing a tour of a famous place. They (7) *must* / *can* have travelled to the place together with a tour guide. She (8) *can* / *might* be telling them about the history of the area as she has something in her hand. She looks interested in what she's saying even though she (9) *might* / *should* have said the same thing lots of times before. It looks quite cold as everyone is wearing coats but it (10) *must* / *might* well be summer in some northern European country!



Vocabulary

Adjective-noun collocations

1a For each group of four, match the word on the left to a word on the right to make a suitable collocation.

- | | |
|------------|--------------------|
| flexible | leave |
| employment | working conditions |
| poor | agency |
| sick | working hours |
| minimum | balance |
| work/life | responsibility |
| temporary | contract |
| managerial | wage |
| foolproof | pressure |
| major | solution |
| constant | workload |
| heavy | drawback |

b Put one of the expressions above in each space.

I'm an architect. I started in my company at the age of 25 when I was on a (1) temporary contract and earning the (2) Since then, I've worked my way up and I've now got (3) for several of our major projects and ten members of staff. I love my job but there is one (4) which is the fact that I have a very (5) and I'm under (6) to make sure we meet all our deadlines. The great thing is that if I work a lot of extra hours I can take a day off as we have (7) , so if you are a really good organiser you can have a good (8) and make time for leisure when you want it.

work and job

2 Complete the sentences, using *work* or *job*.

- I like outdoor work so I'm applying for a job as a tour guide.
- If you want to get a in a big company, you'll probably have to attend several interviews.
- As people climb the promotion ladder, they tend to spend longer and longer at as their responsibilities increase.
- I really like living in Sydney so I'm planning to find here.
- I'm going to do a full-time course so I'm leaving my at the health club at the end of the week.
- I'd like to accept the of deputy manager offered to me in your email received yesterday.

Dependent prepositions

3 Look at these sentences written by exam candidates. Correct the underlined prepositions.

- The newspaper devoted a whole column for the charity event.
- I was pleased to participate at the discussion about the future of the sports club.
- I hope you will find the proposal adequate to your needs.
- The additional investment to advertising resulted in increased company profits.
- The school has a reputation of producing winning athletes.
- There has been a gradual decline of the number of new members.
- Carlos never seems to be at a loss of words.
- The employees were rewarded with an increase of their salary of 6 per cent.
- My manager is very sensitive for other people's needs.
- Over the last fifty years, many changes of working conditions have taken place.

Word building

4a Make adverbs from these adjectives. There is one adjective that does not change.

- | | | |
|---------------------|----------------|------------------|
| actually..... | basic | common |
| extraordinary | fast | full |
| general | historic | incredible |
| private | public | realistic |
| satisfactory | shy | sincere |
| suitable | true | whole |

b Write the adverbs in the correct place in the table. Think of one more adverb to add to each line.

To make an adverb:	
add -ly to adjective:	actually
change -y at end of adjective to -i and add -ly:	
change -le at end of adjective after a consonant to -ly:	
add -ally to adjective:	
Exceptions:	

Reading and Use of English | Part 3

For questions 1–10, read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the gap in the same line. There is an example at the beginning (0).



Putting some fun into the workplace

In a study of 737 chief executives working in large corporations, the vast (0) *majority* gave the same answer when asked what kind of person they like to employ. Ninety-eight per cent said they would hire someone with a cheerful attitude, (1) with a good sense of humour.

Having fun at work apparently inspires (2) in employees. A survey of 1,000 workers showed how (3) their manager's sense of humour or lack of it was to the (4) of time they stayed in a job. If they worked for a boss whose sense of humour they described as 'below average', the employee's (5) of staying dropped to seventy-seven per cent compared to ninety per cent for a boss who had an 'above average' sense of humour.

Laughter may be both (6) and good for business but it isn't (7) a positive aspect of all jobs. Some people working in retail jobs are required to smile continuously. Such enforced happiness can cause (8) at work and also result in emotional stress.

MAJOR

PREFER

LOYAL
SIGNIFY

LONG

LIKELY

BENEFIT

NECESSARY

SATISFY

Writing | Part 2

A report

Read this report written by an exam candidate. First, choose the most suitable formal expression and then write a suitable heading for each of the paragraphs, A–E.

Report to the Principal on changes to catering arrangements in the college canteen

A Introduction

The aim of this report is to (1) *give / point out* the advantages and disadvantages of the two catering companies we are considering to manage our canteen. Students have been complaining about (2) *not having / the lack of* healthy food and limited opening hours, so I have carefully (3) *examined / looked at* what each company is offering in relation to this.

B

Kavanagh Catering Services (KCS) (4) *talk about offering / propose to offer* fast food and snacks (5) *throughout the day / all day*, but (6) *they don't say / there is no mention of* how healthy these snacks are. In contrast, Rainbow Ltd (RL) (7) *emphasise / say* that their meals are all made from fresh ingredients and that they will offer nutritious food and also herbal teas.

C

Students eat at the college five times a week so a varied menu is (8) *crucial / needed*. KCS offer fast food and snacks and some hot meals, but they don't (9) *state / say* how often their menu changes. RL offer hot meals and salads. Their menu changes daily, they have a choice of two special hot dishes a day but (10) *it doesn't look like they / they don't appear to* include many salads.

D

KCS (11) *guarantee / promise* to stay open from 8 am to 10 pm. However, they will not serve hot food of any kind after 6 pm. RL are only open from 9 am to 6 pm, and they only serve hot meals for a (12) *short / limited* time from 12 to 2.

E

I suggest that we (13) *accept / agree to* the contract with RL even though they only serve hot meals from 12 to 2. Whilst it is not possible for students to eat a full meal outside these times, RL still offers snack food during the (14) *remainder / rest* of the day, and in addition they will provide a variety of food. I am certain that the majority of our students will be happy with this arrangement as it addresses both issues related to the current unsatisfactory provision.

Reading and Use of English | Part 4

For questions 1–6, complete the second sentence so that it has a similar meaning to the first sentence, using the word given. **Do not change the word given.** You must use between **three** and **six** words, including the word given. Here is an example (0).

Example:

0 I gave up the job at the hotel because there were too few challenges.

ENOUGH

I gave up the job at the hotel because it *wasn't challenging enough* for me.

1 There is a strong possibility that the manager will choose Antonio to play on Saturday but it depends on his state of fitness.

WELL

Antonio the manager to play on Saturday but it depends on his state of fitness.

2 We are sure that the government's new policy will successfully reduce unemployment.

BOUND

We think that the government's new policy in reducing unemployment.

3 You can't blame Sam for breaking the window because he wasn't even here this morning.

BEEN

It broke the window because he wasn't even here this morning.

4 It is not likely that the effects of global warming can be reversed.

LIKELIHOOD

There is reversing the effects of global warming.

5 Some people tend to do better in a pressurised working environment.

CONSTANT

Some people work better when they are work.

6 I do not intend to stay in my present job very much longer.

NO

I have in my present job very much longer.

Listening | Part 4

06 You will hear five short extracts in which people are talking about their jobs.

TASK ONE

For questions 1–5, choose from the list (A–H) each speaker's job.

- A air traffic controller
- B engineer
- C fashion buyer
- D interior designer
- E museum director
- F shop assistant
- G lawyer
- H website designer

Speaker 1 1

Speaker 2 2

Speaker 3 3

Speaker 4 4

Speaker 5 5

TASK TWO

For questions 6–10, choose from the list (A–H) what each speaker says they enjoy most about their job.

While you listen you must complete both tasks.

- A extending existing skills
- B doing accounts
- C keeping regular hours
- D managing staff
- E meeting new people
- F satisfying customers
- G travelling abroad
- H working as a team

Speaker 1 6

Speaker 2 7

Speaker 3 8

Speaker 4 9

Speaker 5 10

