

Test
1

Cramming for success: study and academic work

1.1 Rewrite the underlined parts of these sentences using expressions based on the words in brackets.
10 marks

- Learning to recite texts word for word is a strong tradition in some cultures. (ROTE)
- I had several little tricks when I was preparing for my exams to help me remember things. (MNEMONIC)
- After studying geography for ten years, I feel I know the subject thoroughly. (OUT)
- Some things just have to be committed to memory when you study for exams. (HEART)
- I have an exam next week. I will be concentrating completely on my books this weekend! (BURY)

1.2 Choose a word from the box that is most closely associated with each sentence and write it in the table. Sentence seven is associated with two words. Use all the words from the box.
8 marks

portfolio paper assignment project composition article dissertation thesis

1	He's only nine but he's already writing little stories at school.	
2	It's 100,000 words long and breaks new ground in genetics.	
3	It's 5,000 words long and I have to hand it in at the end of term.	
4	It's 10,000 words long and it was part of her Master's degree.	
5	I submitted a selection of my work for assessment.	
6	It was on local history; I did interviews and made videos.	
7	It was published in the <i>Journal of Zoological Sciences</i> in 2012.	

1.3 Cross out six more vocabulary mistakes in this text and write the correct word above each mistake.
12 marks

I have a lot of essays to ^{do}make this term. I usually write a first draught. Then I write it under in its final form a day or two before I have to remit it to my tutor. I'm always nervous when I'm waiting for feedout from him, but he always asserts our work very fairly. He agrees I've made a lot of progress this year thanks to having worked very intentionally for the last six months.

1.4 Answer these questions.
10 marks

- What do you call exam papers from previous years?
- Which phrasal verb with the particle *out* means 'to withdraw from a course before you have finished it'?
- Which phrasal verb goes with the noun *research* and means 'do or conduct'?
- What do you call the system where one library borrows a book from another library?
- What are academic articles usually published in?
- What is a noun meaning 'a person of exceptional intelligence'?
- What word means 'the last exams students take before getting their degree'?
- What noun means 'copying material from other people's work and pretending it's yours'?
- What do you call diagrams that help you organise your ideas?
- What word means 'the final date' for handing in an essay or assignment?

Your score

/40

Test
2

Education: debates and issues

2.1 Are these statements true or false? If they are false, correct them.

10 marks

Example: Numeracy is the ability to read.

False. Numeracy is the ability to count and do basic maths.

- 1 A comprehensive school is one that chooses pupils on the basis of their ability.
- 2 When major changes are made to the educational programme this is called 'curriculum reform'.
- 3 The three Rs are rubbers, rulers and rucksacks.
- 4 Equality of opportunity means that all children have the same chances of a good education.
- 5 A well-endowed school is one that has good facilities and plenty of money.
- 6 A two-tier educational system educates boys and girls together.
- 7 Elitism in education is when a small privileged group is favoured.
- 8 Distractions are things that help students concentrate on their studies.
- 9 A bursary is money given to help students through their university course.
- 10 Illiteracy means the ability to read and write.

2.2 Match the words on the left with the words on the right to make ten collocations.

10 marks

- | | |
|--------------|------------|
| 1 continuing | fees |
| 2 league | class |
| 3 lifelong | education |
| 4 mature | education |
| 5 one-to-one | skills |
| 6 tuition | guidelines |
| 7 student | students |
| 8 numeracy | tables |
| 9 government | needs |
| 10 special | loan |

2.3 Answer these questions about the collocations in exercise 2.2.

10 marks

- 1 Which two phrases are synonyms?
- 2 Which school subject focuses on numeracy skills?
- 3 How many people are there in a one-to-one class?
- 4 What do children have to do before entering a selective school?
- 5 What key information about schools is usually published in league tables?
- 6 What is special about mature students?
- 7 Which two phrases relate to payment for education?
- 8 What kind of students receive special needs education?

2.4 Write the letters in the correct order to complete the text. You are given some letters.

10 marks

A surprising number of adults have managed to go through British VERIMOCPHENSE (1) c..... education without acquiring good basic skills and this of course SEDREPSSES (2) d..... their chances of getting a good job. Educationalists VIREPECE (3) p..... this to be less of an issue in TEBRET-FOF (4) b..... areas, so problems of inequality are REPPTETADEU (5) p.....d. In an attempt to deal with this, primary schools are now paying much more attention to RALECITY (6)y and MACERUNY (7)y. The problem of LUBLINGY (8)g unfortunately seems to be THERENIN (9) i..... in all schools regardless of how LLEW-FOF (10)f the pupils are.

Your score

/40

Test
3

At work: colleagues and routines

3.1 Decide which paraphrase best describes the meaning of the underlined expression.

6 marks

- I'm pretty low down in the pecking order in the company.
 - system of choosing people to do particular jobs in rotation
 - hierarchy or order of importance
- I'd prefer not to talk shop at the moment.
 - talk about work matters outside of working hours
 - talk about problems on the shop floor
- Charles is my opposite number in the Singapore office.
 - Charles does the same job as me in the Singapore office.
 - Charles does a completely different job from mine in the Singapore office.
- I don't want to get stuck in a rut.
 - be in a situation where I can't see a solution to a problem
 - be trapped in a job I cannot escape from
- I don't like having to meet deadlines.
 - get things finished by a fixed time
 - meet dull, boring people
- I usually knock off around five on Fridays.
 - I usually do about five jobs on a typical Friday.
 - I usually finish work about five o'clock on a typical Friday.

3.2 Find these words by putting the letters in the correct order. You are given clues.

12 marks

teskrowma	people you work with
onsmoontuo	boring and always the same
enin-to-vefi	regular office hours
lowdroka	amount of work
lanfreece	not directly employed by a company
lefs-pledemoy	you are your own boss

3.3 What do you call ...?

10 marks

- ... a job where two people have a 50% contract each to do the same job?
- ... the system where employees may start and finish work at times which suit them?
- ... a worker who works days one week, then nights the following week, etc.?
- ... a job with no prospects of promotion?
- ... it if you are the first person to do something to solve a problem you take the i.....?

3.4 Complete the words in these sentences. You are given the first letter.

12 marks

- Sam's working as a v..... in the hospital for a month – he isn't paid but it's useful experience.
- The job is so r....., just the same thing day after day, week after week.
- Doctors work very i..... hours. They never know what their schedule will be.
- A career in the hotel industry traditionally involves very a..... hours such as evenings and weekends.
- I don't want to spend thirty years stuck b..... a desk. I want a more interesting job.
- I'd love a more c..... job – I feel I could do this one with my eyes shut!

Your score

/40

Test
4

At work: recruitment and job satisfaction

4.1 Complete these sentences with a word from the box.

10 marks

adoption compulsory entitlement experience mill
overworked panel paternity skeleton team

- In some countries new fathers are allowed leave.
- Katrina insists that she doesn't want to spend her life doing a run-of-the- job.
- All the staff in this section of the company are having to take redundancy.
- The company doesn't close over the holidays but it does operate with a staff.
- The salary for Ali's job is excellent but the holiday is not very good.
- Isabella is always complaining of being and underpaid.
- How many people were there on the interview when you had your job interview?
- We are looking for people who already have some sales
- All companies should offer leave as well as maternity and paternity leave.
- Tom is very independent – he's not really a player.

4.2 Circle the correct underlined word.

8 marks

- Jamie is a very dynamo/dynamic young man – he's bound to have a successful career.
- I often spend time socialising with other people from my workhouse/workplace.
- A company car is just one of the perks/peaks of Harry's job.
- My brother-in-law was happy to take up the offer of volunteer/voluntary redundancy.
- Teaching may not always be well paid but it can be a very lucrative/rewarding career.
- To succeed in business you need to have a lot of drive/ride.
- If you're interested in a holiday job, have a look at the job ads/publicity in the local paper.
- There are many benefactors/benefits to working on a self-employed basis.

4.3 Match these definitions with the correct words from exercise 4.2.

8 marks

- advantages (2 answers)
- energetic and forceful
- building or organisation where people perform their jobs
- ambition to succeed
- offering a lot of satisfaction
- advertisements for work
- willing, not obligatory

4.4 Complete the text. You are given the first letters of the words.

14 marks

For me, (1) j..... (2) s..... is more important than a large salary. I'm seeking a (3) c..... that I will find (4) r..... in itself because it is (5) st..... and offers plenty of challenges. I would certainly far rather work in a (6) close-k..... team than have a very prestigious and (7) l..... position in a company where I felt isolated. I don't need to receive a large salary (8) i..... each year but I do want to work with people who are also team (9) p..... . Although money isn't my main objective, I'm (10) l..... to work somewhere where I'd have a generous holiday (11) e..... . I'd also like to work somewhere that offers employees a reasonable amount of (12) m..... or (13) p..... leave. Can you suggest a job that would (14) f..... this description?

Your score

/40

Test
5

At work: careers

5.1 Match the halves of these expressions, then use them to complete the sentences below.

10 marks

- a) hard calling
- b) niche leader
- c) cold loyalty
- d) brand market
- e) loss sell

- 1 Computers that you wear on your wrist may become popular in the future, but for now they only appeal to a of people who love computers and gadgets.
- 2 They are selling CDs as a to attract more customers into the store.
- 3 The doesn't always work with everybody; a lot of people don't like to feel they are being pushed into buying things.
- 4 I hate I think it's really intrusive when someone phones or knocks on your door and tries to sell you something.
- 5 When it comes to mobile phones, there seems to be a lot of ; when people buy a new one, they go for one made by their favourite company.

5.2 Rewrite the underlined parts of these sentences, using expressions from the box. Make any other necessary changes.

20 marks

shop around part with (your) money red tape in stock swallow up letting agency
not look back come/go under the hammer purchasing power hammer out a deal

- 1 Business leaders are always complaining about too much bureaucracy.
- 2 The typical pensioner's ability to afford consumer goods is lower than it was five years ago.
- 3 It's a good idea to look at different stores and compare prices before buying household goods.
- 4 The country estate of Lord Blethercomb was sold at auction in 1558.
- 5 It's hard to persuade my grandfather to spend anything.
- 6 Unfortunately our local bookshop has been taken over by a big high street chain.
- 7 The shop has ordered the book I wanted because they didn't have it available there at the moment.
- 8 We found a flat through a company that specialises in rental properties.
- 9 The two companies finally reached a business agreement after 18 hours of negotiations.
- 10 I knew he'd make a success of his business – he's gone from strength to strength since the day he started it up.

5.3 Answer these questions. You are sometimes given the first letters.

10 marks

- 1 What expression means a small, specialised group of customers? n.....
m.....
- 2 What are the noun forms of the verb *to bid*?,
- 3 What phrase means all the buildings and machines owned by a company?
c..... a.....
- 4 What word is used to refer to the advertising or selling of goods by phone?
.....
- 5 Which adjective means producing a lot of money? l.....
- 6 Which noun is used about two companies joining to form one company?
- 7 Complete this sentence with an appropriate verb:
The unions and the bosses a compromise after many days of negotiation.

Your score
/40

Test
6

Managing a business

6.1 Match words from box A with words from box B to make ten expressions.

10 marks

A to deliver a penalty an outstanding low the stock assessment the private to default to miss to submit

B a deadline sector a tender account clause morale results market on a payment of risk

6.2 Use the collocations from exercise 6.1 to rewrite these sentences, without changing the meaning.

20 marks

- 1 Chris made a lot of money by buying and selling shares.
- 2 The new management team has promised to make a difference to the business.
- 3 Unfortunately, you have failed to complete your report by the agreed date.
- 4 The staff are suffering from a lack of confidence in the company.
- 5 Most of this university's graduates go on to work in companies and businesses that are not controlled by the government.
- 6 Please note a point in the contract that states what happens if you do not do what you agreed to do.
- 7 Before you introduce new working procedures you will need to carry out an evaluation of any possible safety issues that might arise.
- 8 If you are interested in doing the work, you should send in a proposal by 1 June.
- 9 We no longer do business with that company because they have failed to pay a bill.
- 10 The company still has a bill from us that they have not yet paid.

6.3 Complete the sentences below. You are given the first letter of each missing word.

10 marks

- 1 We won't order parts from that company again as they always m..... our deadlines.
- 2 Is this passport still valid? When is the e..... date?
- 3 On 1 April we shall decide which company has w..... the tender.
- 4 Customs officials found drugs hidden in a s..... of bananas.
- 5 Tanya's not very good at t..... – she prefers to do things on her own.
- 6 The r..... sector – furniture and clothes shops, in particular – has done much better this quarter than last.
- 7 John made such a success of his catering business that he was awarded a prize in a competition for young e..... .
- 8 Banks are often reluctant to give f..... to new businesses.
- 9 I wish the company I work for gave its employees a b..... at the end of the year – I could do with some extra money for my holiday.
- 10 The economic situation in the country was so bad that a number of large companies lost all their customers and were forced into b..... .

Your score

/40

Describing yourself

7.1 Fill the gaps in this personality questionnaire, based on the meaning clues.

10 marks

Popular or unpopular? Answer this questionnaire to find out.

- | | | | |
|----|---|------------------------------|-----------------------------|
| 1 | Are you d.....t and conscientious? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2 | Are you always ob..... to your workmates? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3 | Would you call yourself al.....c? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4 | Do you have a p.....d temperament? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 5 | Does the word dog.....c apply to you? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 6 | Do you tend to be op.....c? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 7 | Do you usually work in a m.....l way? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 8 | Are you ever t.....ss? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 9 | Do you ever make ch..... comments? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 10 | Would you call yourself a p.....t? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

- | | |
|--|--|
| 1 hard-working | 6 using situations for your own benefit |
| 2 ready to help | 7 careful, well-ordered |
| 3 thinking of others more than yourself | 8 say things that upset people |
| 4 calm | 9 too patriotic |
| 5 sure that you are right, fixed in your views | 10 always do things absolutely perfectly |

7.2 Match each word from box A with the word from box B it is most closely related to in meaning.

10 marks

Example: stubborn – obstinate

A ~~stubborn~~ brusque astute cunning morose generous
dogged frugal extravagant talkative diligent

B unstinting shrewd resolute chatty ~~obstinate~~ terse
industrious thrifty immoderate sly sullen

7.3 Correct the vocabulary mistake in each of these sentences.

10 marks

- Lucas is a very practical, down-to-ground person.
- Don't take any notice of Alex; he gets carried off sometimes.
- A lot of politicians are basically inscrupulous and obsessed with power.
- Danny is very industrial and hard-working.
- I find Kim very supportful – she's always ready to give help and encouragement.

7.4 Rewrite the underlined parts of these sentences using a word from the box. Make any other necessary changes.

10 marks

witty stingy work-obsessed sober naïve pithy
superficial workaholic intuitive magnetic

- Why am I so inexperienced and trusting of others? Some people seem to be much more instinctive and understanding and can see when trouble is coming.
- My parents are so mean with money! I like spending money on clothes and going out, but my parents say I don't care about serious things.
- I don't think I have a personality that attracts people, and I think people find me too serious and calm.
- My colleagues at work are all so good at making humorous remarks and always seem able to come out with quick, clever comments that are just right for the situation.
- I think I'm a person who is obsessed with work. (2 answers)

Your score
/40

Test
8

Describing others: appearance and mannerisms

8.1
10 marks

Complete the words in these sentences. You are given some letters.

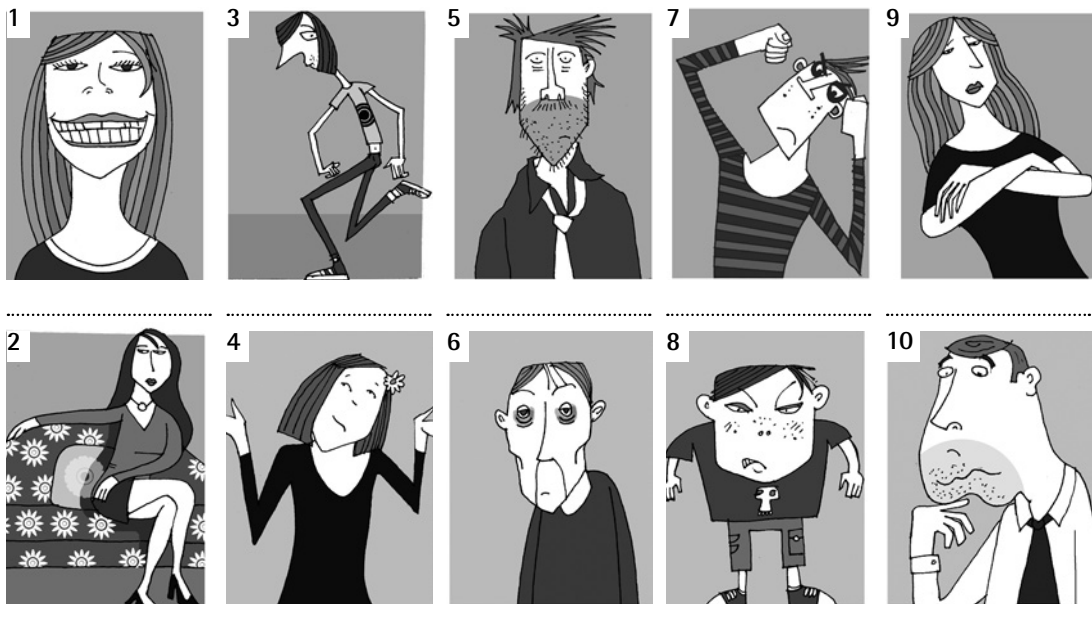
- 1 My boss has a d..... chin and a rather pale, sa..... complexion.
- 2 Sonia is far too thin; in fact, I'd call her s..... .
- 3 Kate never has a hair out of p..... .
- 4 Dave always has an angry expression on his face, but although he looks as if he's sc..... , it doesn't necessarily mean that he's in a bad mood.
- 5 When Sue's angry she d..... her fingers on her desk or c..... her fist.
- 6 Pete has a bad habit of b..... his nails and I also hate the way he s..... his shoulders.
- 7 Sandra accused Harry of l..... at her but he claimed he hadn't even noticed she was there.

8.2
10 marks

Read the descriptions then write the correct names under the pictures.

Josh is a gangly youth.
Holly is shrugging her shoulders.
Andrea has folded her arms.
Harry always looks unkempt.
Mark is clenching his fists.

Nick has a double chin.
Robbie is scowling.
Sarah is grinning.
Tom is looking very haggard.
Kelly has crossed her legs.



8.3
20 marks

Put the words and phrases in the box into one of the four categories below.

obese unkempt stocky twitch clench your fist scowl gangling
grimace slender lanky leer grin pout sallow tap your fingers
not have a hair out of place shrug stout swarthy wiry

- words relating to skin
- words relating to build
- words relating to tidiness of appearance
- gestures and facial expressions

Your score
/40

Test
9


Describing others: personality and character traits

9.1 Rewrite these sentences using an appropriate word from the box.
10 marks

outgoing taciturn impulsive restless impetuous

- 1 He always acts without thinking and makes a lot of mistakes.
- 2 She's very friendly and energetic and loves being with other people.
- 3 He's always on the move and seems unable to be quiet and calm.
- 4 He does things without thinking and can't help spending money on other people.
- 5 She hardly ever says a word.

9.2 Complete the words in these horoscopes with words that match the definitions.
18 marks

Virgo 23 Aug–22 Sep 

Some people find you ¹re.....
and ²un....., and a bit of an
³i....., but this week you'll have a chance
to present a new image.

You will meet someone who is an ⁴ex.....
and very ⁵ef..... but don't be
fooled by appearances. Tread carefully. If you are too
⁶gu..... you'll end up getting hurt.

Capricorn 22 Dec–19 Jan 

Someone at work will act in a very
⁷ha and
⁸al..... manner
towards you. But there's no need
to be ⁹dif.....
Tell them it's not acceptable and
they'll respect you more.

- ¹ not immediately sociable
- ² distant and difficult to start a conversation with
- ³ inward-looking and quiet
- ⁴ outward-looking and sociable
- ⁵ gives exaggerated expressions of pleasure
- ⁶ easily deceived
- ⁷ unfriendly, thinks they're better than others
- ⁸ unfriendly, not sociable
- ⁹ lacking in confidence

9.3 Rewrite these sentences using the underlined words as instructed. Make any other necessary changes.
5 marks

- 1 I've always found Monica quite easy to approach. (Use the adjective form.)
- 2 She's a child who gets easily excited. (Use the adjective form.)
- 3 Liam always treats other people with great respect. (Use the adverb form.)
- 4 If he hadn't pushed, he would never have got his promotion. (Use the adjective form.)
- 5 Lara always looks at you with disdain if you say something mildly funny. (Use the adverb form.)

9.4 Answer these questions. Sometimes you are given some letters.
7 marks

- 1 Give a synonym for *stubborn* which begins with the letter O.
- 2 Which is correct: *well-balanced* or *good-balanced*?
- 3 Which opposite adjectives starting with the letters given mean:
(a) think yourself to be wonderful? c.....
(b) prefer not to talk about your personal qualities and achievements? m.....
- 4 Give an adjective for a person who has an exaggerated sense of their own importance.
S.....
- 5 What adjective could describe a person willing to believe simple things? n.....
- 6 What adjective describes a person who puts a lot of effort into their work?
con.....

Your score
/40

Test
10

Relationships: friends forever

10.1 Complete the sentences using the correct form of the words in brackets.

10 marks

- 1 Hannah always speaks of her grandparents with great (AFFECT)
- 2 The twins are always together – they’re quite (SEPARATE)
- 3 It is very important that couples should be to one another. (FAITH)
- 4 John’s an of mine – I don’t know him well enough to call him a friend. (ACQUAINT)
- 5 Ben and Christina swear that their relationship is totally (PLATO)
- 6 Ian insists on complete from his staff. (LOYAL)
- 7 Rick’s total of Susie is obvious to everyone. (ADORE)
- 8 Ken has a great for Italy – he spends every summer holiday there. (FOND)
- 9 I’m sure those boys are up to something – they’re as thick as (THEFT)
- 10 Please be more and keep the music down when I’m studying. (CONSIDER)

10.2 Fill the gaps in this e-mail.

10 marks

Hi Anna,

Two new people have started working in our office. There’s a fantastic new man – all the girls have fallen head over (1) in love with him. In fact I’m quite besotted (2) him myself. Unfortunately, he’s only (3) eyes for Nicola in the canteen. Nicola says she’s fond (4) him but she’s not as infatuated (5) him as the rest of us. The other newcomer is a girl called Zoe. She and I get on like a house on (6) – we (7) it off immediately. As we seem to see things in exactly the same way, she’s a woman after my own (8) You must meet her. I think you’ll find you’re kindred (9) Do e-mail me soon. How did your blind date go? Was it love at first (10) ?

Best,
Georgia

10.3 Find and correct the five mistakes in this e-mail.

10 marks

Hi Georgia,

The blind date was OK, though I wouldn’t say he was a man for my own heart. He was quite amiable but I’m not sure that amiableness is what I’m really looking for in a man. He talked a lot about his family – he obviously addores them and he talked in a very affectionful way about his sisters, which I liked. But I really don’t think we were very good-matched. Oh well, better luck next time.

Anna

10.4 Put the letters in the correct order.

10 marks

Example: romantically obsessed with ~~IFTNAUADET IWITH~~ *infatuated with* ..

- 1 strong connection LOCES DONB
- 2 close friends SMOOB DIBUDSE
- 3 someone that you and another person both know LUMATU CAUITQACENAN
- 4 connections because of a blood relationship YIMALF ESIT
- 5 to share the same attitude to life OT EB OASTMELUS

Your score

/40