**Use of English (9-11)**

**points: 20**

**time: 20 minutes**

**Participant’s ID number**

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**Mark your answers on the separate answer sheet.**

**Part 1**

Complete the text below by filling each space with one suitable word.

**Applying for your first job?**

Getting a job is too important to leave to chance; 1 \_\_\_\_\_\_\_\_\_ all, work is likely to play a significant role in your life for many years. So before sending in any applications, think hard about 2 \_\_\_\_\_\_\_\_\_ would really suit you. Concentrate on jobs for 3 \_\_\_\_\_\_\_\_\_\_ you have an aptitude – 4 \_\_\_\_\_\_\_\_\_\_\_ can be very demoralising to have your application turned down. Ideally, your job should be not only one you can do well, 5 \_\_\_\_\_\_\_\_\_\_\_ also one that makes you look forward to going to work every morning.

It's important to consider the culture of the organisations you're applying 6\_\_\_\_\_\_\_\_\_\_\_\_\_. Some companies are 7 \_\_\_\_\_\_\_\_\_\_\_ obsessed with results and profits that employees are under stress all the time. You need to be clear in your own mind 8 \_\_\_\_\_\_\_\_\_\_\_\_ or not you could work in an environment like that.

Making an effort in the early stages of applying for a job will almost certainly pay off in the long run.

**Part 2**

For questions 9−20, identify 12 extra words in the dialogue. There might be several extra words in one reply or there might be none.

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| 9 |  |

Tina: Well Martin, pleased to meet with you, and congratulations on getting the job. I'm going to show you round the department, so that you know a bit more before you will start work next week. I gather you're coming with me to the Paris conference.

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| 10 |  |

Martin: Yes, in two weeks' time. Is the job going to be involve a lot of travelling to abroad?

Tina: A fair bit – Korea mainly. You'd better to get yourself a Korean phrasebook!

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Martin: I've ever been to Korea once before, so I know a few words.

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| 13 |  |

Tina: Good. We have contacts with most of Asian countries in fact. Well, here's the office you'll be working in. As you can see this room has a photocopier, your computer ... by the way, are you familiar with PowerPoint?

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| 14 |  |

Martin: Well, yes.

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Tina: You really need to spend a few hours studying this book. I'm sure it'll explain you how the system works.

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| 16 |  |

Martin: May I ask who that man was who was leaving the office when

we came in?

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| 17 |  |

Tina: Oh that's Mike. I'm surprised he wasn't at your interview.

He's probably the nicest one of the managers.

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| 18 |  |

Martin: He looks very cheerful.

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| 19 |  |

Tina: As I say it, he's a very nice guy. He's my immediate boss. The only thing is, he does tend to make me to do more jobs than I can cope with.

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| 20 |  |

Martin: Still, he's letting you go home early today, so you shouldn’t have complain!