

Practice: Unit 1 Practice ▾

Vocabulary 1 Practice ▾

◀ Previous

Next ▶

1. Please write your full name on the .
2. You need a college  to be a teacher.
3. Many people start a new  later in life.
4. I have to go. I have  at 3:00 today.
5. Lee is a very  person. His desk is always very neat.
6. Do you have  office skills, like typing reports and answering the telephone?
7. Saud is a new  at our company.
8. Being on time is a(n)  for any job.



Resources



Progress

Submit

Try again

See answers

Score: 8/8

Listen to the conversation. Choose the best answer for each question.



1. Who is participating in the conversation?

a boss and an employee

two managers

two workers

2. How does Michael feel at the beginning of the conversation?

sad

angry

nervous

3. What does the man want to talk about with Michael?

the boss's future with the company

the future of the company

✓  Michael's future with the company

4. What does he ask Michael about?

organizing a team of managers

✓  joining a team of managers

leading a team of managers

5. The manager says Michael \_\_\_\_.

is a good manager

✓  has the right personality

is a hard worker

is a hard worker

6. What do Michael's co-workers like about him?

he is friendly

he is very organized

✓  he has interesting ideas

7. What skill does Michael agree is important?

being honest

staying organized

✓  listening to others

8. When does the next management position open?

summer

fall

✓  spring

9. Does Michael accept the job?

maybe

no

✓  yes



future plans

schedule

team of managers

hard work

friendly and honest

organized

train new employees

interesting new ideas

good leader

right person for the job

good employee

Listen to each definition. Choose the correct word.



1.  assistant

✓  application

employee



2.  employee

✓  manager

career



3.  degree

✓  application

major



4.  graduate

✓  organize

interview



5.  shopping

✓  graduating

advertising



6.  requirement

✓  résumé

career



Click **READ** to see words from the unit. Look up the pairs of words in the dictionary. Then choose the correct word to complete each sentence.

READ

1. Tim got a great new job. His **boss** is the owner of the company.
2. For this job, you need **basic** computer skills.
3. There's an open salesperson **position** at my company.
4. I work for a very small **company**. We only have ten employees.
5. This copy machine is very **simple** to use.
6. Jim worked as an assistant for five years before he became a **manager**.
7. Jane will graduate from college and start her **career** next year.
8. Jim is the president of a large **corporation** with hundreds of offices around the world.

**Read the paragraph. Then rewrite the paragraph and change the 10 verbs to simple past. Then select "Submit" below to send to your teacher.**

I have a job at a clothing store. I work five days a week. Customers come into the store and I help them. Sometimes I go online and order clothes. Sometimes I organize the shelves. I don't like the manager very much, but it's a good job. I make a lot of money.

I had a job at a clothing store. I worked five days a week . Customer came into the store and I helped them. Yesterday I went online and ordered clothes . I organized the shelves . I didn't like the manager very much . But it was a good joob . I made a lot of money

Click **READ** to read about the simple past of the verb *be*. Then read the sentences. Is the past of *be* used with a quality, a job, or a place? Drag each sentence into the correct category.

READ

Quality

Ivanka was tired last night.

We weren't very hungry.

I was worried about you.

Our son's hair was blond.

Job

My brother was a manager for three years.

My father was an engineer.

I was a waitress for two years.

Place

My mother was in Italy last week.

We were in Tokyo for two weeks.

Tina wasn't in school yesterday.

Paul was at work on Monday.

Choose the correct ending you hear.



1. started

/t/

/d/

✓  /ed/



2. ended

/d/

✓  /ed/

/t/



3. washed

/d/

/ed/

✓  /t/



4. invited

/t/

/d/

✓  /ed/



5. watched

/ed/

✓  /t/

/d/



6. stopped

✓  /t/

/d/

/ed/



7. played

/d/

/ed/

/t/



8. lived

/ed/

/d/

/t/



9. used

/d/

/ed/

/t/

**Match each set of key words with the main idea.**

1. Managers thought communication skills were the most important job skills.

communication skills/most important

2. Managers thought college graduates could improve their communication skills.

college graduates/ improve/ communication skills

3. Most managers were happy with how organized college graduates were.

college graduates/organized

4. Managers reported that college graduates were good at meeting goals.

college graduates/meet goals



trainee



money



future



career



food



a living



skills



restaurant