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Vocabulary 1 Practice Practice: Unit 1 Practice ▼

◆ Previous

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

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

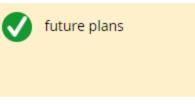
- () two workers
- 2. How does Michael feel at the beginning of the conversation?
 - O sad
 - angry
 - nervous

| 3. | What does the man want to talk about with Michael? | | | | |
|----------|--|--|--|--|--|
| | the boss's future with the company | | | | |
| | O 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 | | | | |
| | O leading a team of managers | | | | |
| 5. | The manager says Michael | | | | |
| | is a good manager | | | | |
| ✓ | has the right personality | | | | |
| | C is a heard warder | | | | |

| | is a hard worker | 4 |
|----------|--|---|
| 6. | What do Michael's co-workers like about him? | |
| | O he is friendly | |
| | ○ he is very organized | |
| ✓ | he has interesting ideas | |
| 7. | What skill does Michael agree is important? | |
| | ○ being honest | |
| | ○ staying organized | ı |
| ✓ | listening to others | 1 |
| | | |

| 8. | When does the |
|----------|-----------------|
| | summer |
| | ◯ fall |
| ✓ | spring |
| 9. | Does Michael ac |
| | ○ maybe |
| | O no |
| ✓ | yes |



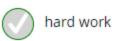




schedule



team of managers





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. O employee manager career degree

✓ ○ application

major

4. graduate

organize

interview



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.

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.

2. For this job, you need basic

6. Jim worked as an assistant for five years before he became a manager

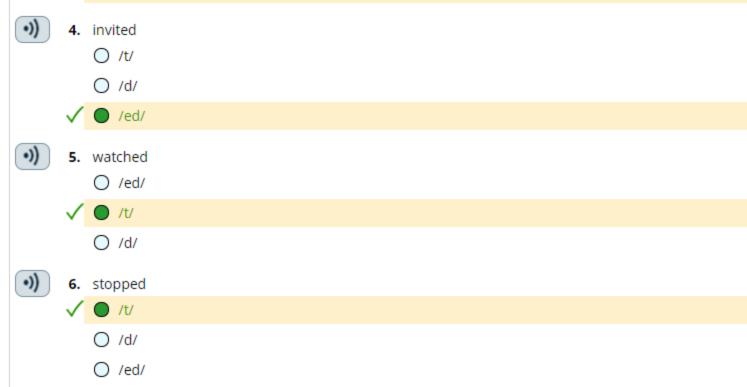
- 7. Jane will graduate from college and start her career next year.
- 8. Jim is the president of a large | corporation ▼ with hundreds of offices around the world.

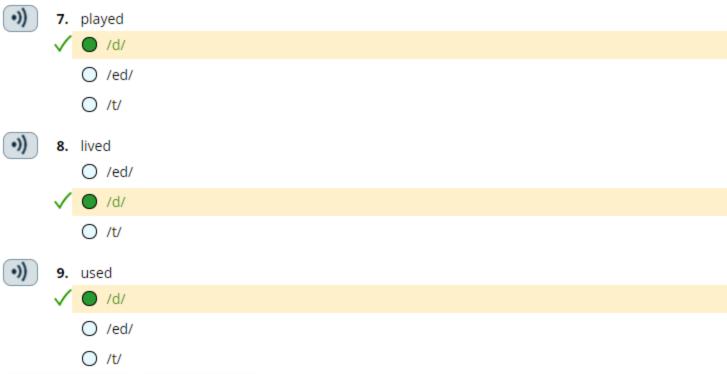
| Read the paragraph. Then rewrite the paragraph and change the 10 verbs to simple past. Then select "Submit" below to send to your teacher. | | | | |
|---|---|--|--|--|
| I have a job at a clothing store. I work five days a week. Customers come into the store and I help them. Sometimes I go online and 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.



Choose the correct ending you hear. 1. started /t/ O /d/ ✓ ● /ed/ 2. ended O /d/ ✓ ● /ed/ /t/ 3. washed /d/ /ed/





| Managers thought communication skills were the most important job skills. | communication skills/most important | | | | |
|--|--|--|--|--|--|
| Managers thought college graduates could improve their communication skills. | college graduates/ improve/ communication skills | | | | |
| Most managers were happy with how organized college graduates were. | college graduates/organized | | | | |
| Managers reported that college graduates were good at meeting goals. | college graduates/meet goals | | | | |
| | | | | | |

Match each set of key words with the main idea.

