

A  [Track 12] Listen to Karen and Jerry discuss how Karen should answer the questions on a job application. Check (✓) the four ideas they both think she should write about.

- a. Karen is reliable.
- b. She is good at managing stress.
- c. She likes working on a team.
- d. She is sometimes late.
- e. She often criticizes herself.
- f. She is too hardworking.
- g. The company has the best products.
- h. The job matches her career goals.

A _____ / 8 points (2 points each)

B Complete the paragraph with the correct words from the box.

accept apply proofread provide research send

You want to _____₁ for a job that you read about online. Here are some tips to follow. First, make sure that you _____₂ your résumé to get rid of spelling mistakes. And always _____₃ the names of at least two people who can recommend you. Next, _____₄ the company to find out more about its products and its history. At the interview, ask as many questions as you can. If you're offered the job, this information will help you decide if you want to _____₅ it or not. Finally, remember to _____₆ a thank-you note to your interviewer.

B _____ / 6 points (1 point each)

C Circle the correct answer to complete each sentence.

1. I usually get my brother **format / to format / formatted** my résumé.
2. She got her teacher **wrote / to write / write** a letter of recommendation.
3. Where can I have this letter **translate / translated / to translate** into Spanish?
4. He got his mother **to cut / cutting / cut** his hair.
5. Should I have my jacket **cleaned / to clean / cleaning**?
6. You should have your résumé **to print / printing / printed** on nice paper.

C _____ / 6 points (1 point each)

D Complete the sentences with the correct phrases from the box.

be financially independent	have a big wedding	study abroad
do volunteer work	live in the countryside	work as a journalist

1. My parents have offered to send me money, but I always say “no.”
I prefer to _____.
2. I’m going to _____. I’ve had job offers from three newspapers already.
3. We’re getting married soon, but we don’t want to _____ with hundreds of people.
4. I grew up in a big city, but I prefer to _____.
It’s quieter and not so fast-paced.
5. I’m going to go to college in Australia. I’ve always wanted to _____.
6. I think it’s good to help others, so I _____
at a children’s hospital.

D _____ / 6 points (1 point each)

E Complete the conversations with the words in parentheses. Use the future with *will* or the future continuous form of the verbs.

1. **A:** What _____ (you / do) in five years?
1
B: I’m not sure, but I know _____ (I / not / work) here!
2
2. **A:** What _____ (your life / be) like ten years from now?
3
B: I think _____ (I / have) a good job and a big house.
4
3. **A:** Where _____ (you / live) next year?
5
B: That’s hard to say. _____ (I / travel) all over the world
6
next year.

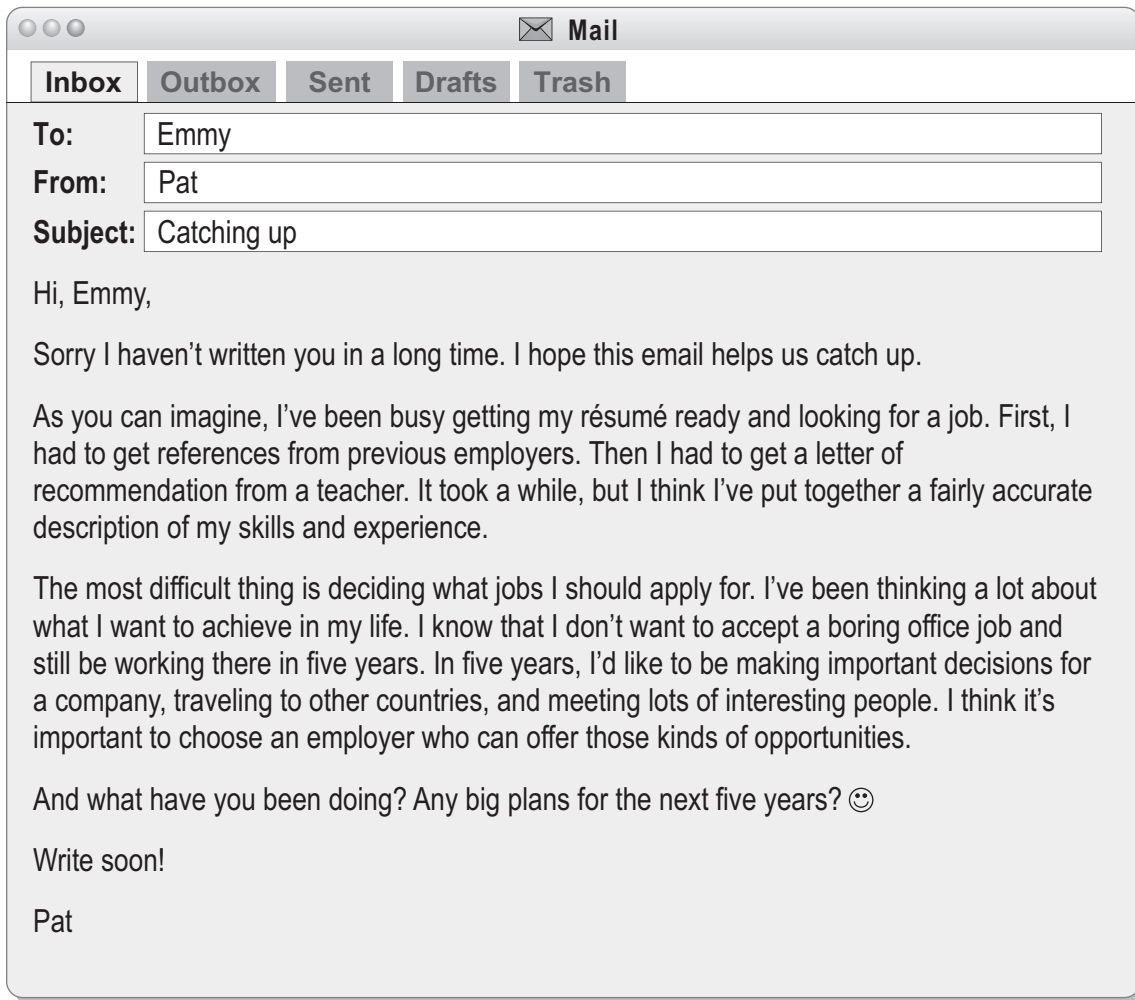
E _____ / 6 points (1 point each)

F Number the lines of the conversation in the correct order.

- _____ **A:** OK. Well, that’s my last question for now. It’s been great talking to you.
Thanks for coming in. We’ll be deciding in a few days, and we’ll let you know.
- _____ **A:** I just have a couple more questions before we finish. The first is: “What are your best qualities?”
- _____ **A:** Excellent! And your greatest weakness?
- _____ **B:** Hmm, let me think. Well, I sometimes work too many hours.
- _____ **B:** Thanks. I’ve really enjoyed talking to you. I look forward to hearing from you.
- _____ **B:** Hmm, let’s see. I’m good at communicating, and I’m very hardworking.

F _____ / 6 points (1 point each)

G Read the email. Then check (✓) the six questions that Pat answers in her email.



- a. Who formatted her résumé?
- b. Has she started applying for jobs?
- c. What did she put in her résumé?
- d. What are her strengths?
- e. Who did she ask for a reference?
- f. What are her weaknesses?
- g. Did she list her skills and experience?
- h. What kind of job does she want to have?
- i. How many jobs has she applied for?
- j. Where will she be living in five years?
- k. What are her career goals?
- l. How's her family?

G _____ / 12 points (2 points each)