

**LANGUAGE**

**Lesson 3.1 Vocabulary**

BULATS/BECP Part Six

**1 Choose the correct option a, b or c.**

I'm looking for a new job. Currently I am <sup>1</sup> ..... for selling insurance to new customers and because I'm a very <sup>2</sup> ..... person, I meet and sometimes exceed my monthly sales targets. However, I don't enjoy selling directly to customers anymore and am going to apply <sup>3</sup> ..... a job as a Customer Services Manager. I've <sup>4</sup> ..... a lot of experience over the last year working here and feel that the skills I've acquired will transfer well to customer services. My boss says that I come <sup>5</sup> ..... well on the phone and that customers respond positively to me. My greatest strength is <sup>6</sup> ..... out problems quickly and ensuring that the client is happy with what they have bought. When I was at university I did a six-month <sup>7</sup> ..... with a major retailer and I would like to find a job in retail now.

I worked on my CV over the weekend and I think that it will <sup>8</sup> ..... out from those of other <sup>9</sup> ..... when I send it to potential <sup>10</sup> .....

- |                        |                      |                      |
|------------------------|----------------------|----------------------|
| <b>1 a</b> in charge   | <b>b</b> responsible | <b>c</b> head        |
| <b>2 a</b> competitive | <b>b</b> responsible | <b>c</b> clichéd     |
| <b>3 a</b> to          | <b>b</b> for         | <b>c</b> with        |
| <b>4 a</b> earned      | <b>b</b> received    | <b>c</b> gained      |
| <b>5 a</b> from        | <b>b</b> across      | <b>c</b> out         |
| <b>6 a</b> dealing     | <b>b</b> solving     | <b>c</b> sorting     |
| <b>7 a</b> internship  | <b>b</b> placing     | <b>c</b> appointment |
| <b>8 a</b> stand       | <b>b</b> make        | <b>c</b> present     |
| <b>9 a</b> characters  | <b>b</b> employees   | <b>c</b> jobseekers  |
| <b>10 a</b> candidates | <b>b</b> employers   | <b>c</b> positions   |

**/10**

**Lesson 3.2 Grammar**

**2 Put the words in the correct order to make indirect questions.**

**1** you / work / you / to / this / could / for / us / want / company / tell / why / ?

\_\_\_\_\_

**2** where / you / worked / know / we / before / would / to / have / like

\_\_\_\_\_

**3** think / your / you / you / greatest / me / strength / tell / what / is / can / ?

\_\_\_\_\_

**4** how / to / you / would / this / would / know / solve / like / problem / I

\_\_\_\_\_

**5** your previous / me / who / could / employer / tell / you / was / ?

\_\_\_\_\_

**6** would / you / to / are prepared / like / work / know / in another / we / if / country / to

\_\_\_\_\_

**7** who / me / for / contact / reference / you / to / a / can / tell / need / we / ?

\_\_\_\_\_

**8** to / working / if / would / teams / know / enjoy / you / in / I / like

\_\_\_\_\_

**9** tell / when you are / current / leaving / you / us / your / could / job / ?

\_\_\_\_\_

**10** what / are / you / interests / me / tell / your / us / can / ?

\_\_\_\_\_

**/10**

**Lesson 3.3 Functional language**

PTE Part H/LCCI Part 1

3 [BP\_B1plus\_Test\_03\_001.mp3] Listen to the speaker and choose the correct response a, b or c.

- 1 a b c
- 2 a b c
- 3 a b c
- 4 a b c
- 5 a b c

/5

**Lesson 3.4 Functional language**

BULATS

4 Read the dialogue and write one word which best fits each space.

**Interviewer:** Thank you for your time today. Have you <sup>1</sup> ..... worked in a manufacturing company before?

**Interviewee:** That's a good <sup>2</sup> ..... Well, when I was a student I got a part-time job as a receptionist at a factory.

**Interviewer:** Interesting. Not quite the same as being a Packaging Supervisor.

**Interviewee:** I know. Could you tell me <sup>3</sup> ..... a normal day would be like?

**Interviewer:** Well, you start at eight in the morning with a meeting to check the day's schedule and delegate tasks to your team. Your job is to make sure that deadlines are met and solve any problems that staff may have.

**Interviewee:** Thanks. Can I speak to some of the people I would be working <sup>4</sup> ..... ?

**Interviewer:** Of course.

**Interviewee:** Thank you very much for <sup>5</sup> ..... the time to see me today. Bye.

/5

**Lesson 3.5 Functional language**

BULATS/BECP Part Six

5 Choose the correct option a, b or c.

Dear Mr Gregory,  
 I would like to apply <sup>1</sup> ..... the design position as advertised on your website. Please find my CV <sup>2</sup> .....  
 I worked for a local company during the summer and I am <sup>3</sup> ..... that I have the skills to make a good designer and I feel that I would be a suitable <sup>4</sup> ..... for your company.  
 I would therefore very much <sup>5</sup> ..... the chance to have an interview.  
 I look forward to hearing from you.

- |                |              |              |
|----------------|--------------|--------------|
| 1 a with       | b to         | c for        |
| 2 a considered | b attached   | c advertised |
| 3 a concerned  | b considered | c confident  |
| 4 a asset      | b fit        | c vacancy    |
| 5 a appreciate | b love       | c enclose    |

/5

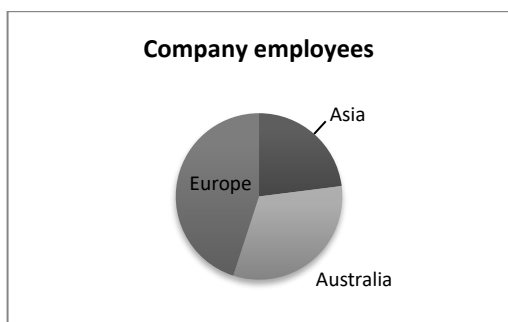
**SKILLS**

**Short listening**

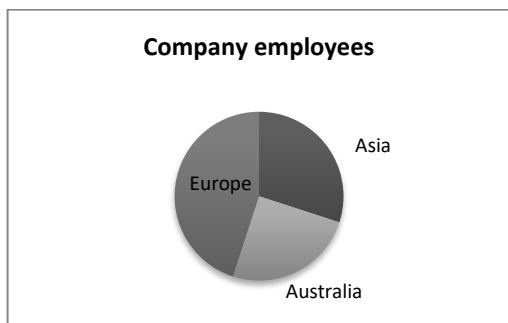
BECP Part One/BULATS

6 [BP\_B1plus\_Test\_03\_002.mp3] You will hear eight short recordings twice. For questions 1–8 choose the correct answer.

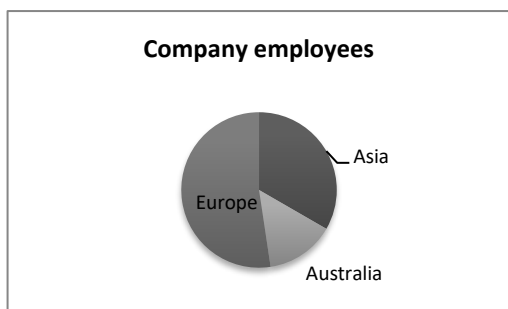
1 Which chart shows how many employees there are in each region?



**a**



**b**



**c**

2 Which work experience has the man not gained?



**a**



**b**



**c**

3 Where is the interview going to take place?



**a**

**b**

**c**

4 When are the interviews going to start?

- a 9 a.m. Monday
- b 10 a.m. Tuesday
- c 9 a.m. Wednesday

5 Why do they choose Callum for the job?

- a He has the relevant experience.
- b He shows good leadership potential.
- c His people skills are very good.

6 What advice does the woman give to the students?

- a Ask for repetition if the question isn't clear.
- b Listen to the questions carefully.
- c Ask lots of questions about the company.

7 What was wrong with the CV?

- a It used too many clichéd phrases.
- b There was little sign of leadership qualities.
- c Some words were incorrectly spelt.

8 Why did the woman leave her last job?

- a She didn't get on with her colleagues
- b She thought her boss was incompetent.
- c She didn't like the job.

/8

**Long listening**

BECP Part 4/BULATS

**7 [BP\_B1plus\_Test\_03\_003.mp3] Listen to a meeting between the HR director and the CEO of a company. Choose the correct option a, b or c.**

- 1** What is happening in Singapore?  
**a** The local staff want to recruit a new General Manager.  
**b** The company is going to open a new office.  
**c** Current staffing levels are not high enough.
- 2** The Office Manager needs HR experience because they  
**a** have to look after the staff.  
**b** need to recruit local staff.  
**c** will lead the management team.
- 3** Other duties of the Office Manager will include  
**a** doing the accounts.  
**b** organising the budgets.  
**c** buying all the supplies.
- 4** What can't the speakers agree on at first about the IT post?  
**a** the need for experience  
**b** offering work placements  
**c** the choice of new technologies
- 5** The Customer Services Manager needs to  
**a** be very happy and calm.  
**b** speak at least three languages.  
**c** maintain the company reputation.
- 6** What do the speakers decide about training?  
**a** to offer courses for new staff in Singapore  
**b** to offer incentives to staff for training  
**c** to bring new staff to the UK for training
- 7** What do they decide to do about Simon Novak?  
**a** ask him if he's worked in Singapore before  
**b** offer him the General Manager position  
**c** promote him to Regional Manager

**17**

**Writing**

BECP Part Two/BULATS (50–60 words)

**8 Read this job advert.**

**Junior Event Manager**

Fast-growing company wants hardworking and enthusiastic person to support senior staff.

Skills/Qualities required:

- calm under pressure
- good at problem-solving
- well-organised

Responsibilities include:

- recruiting new staff
- managing social media

Send CV to Marc Lefils by 10th March

**Write a covering letter to accompany your CV:**

- indicating interest in position and enclosing CV.
- explaining why you would like the job.
- giving brief details of suitable skills.
- requesting an interview.

**Write about 60–80 words.**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**/10**