

1) Complete each sentence with the correct answer (a, b or c).

- 1 A trainee is someone who _____.
a trains new workers b has completed a traineeship c is taught new skills for a job.
- 2 People who are _____ are perceived as highly educated and well-experienced in a particular area.
a employable b knowledgeable c entrepreneurial
- 3 What I envy about Tim is the fact that he has a _____, which guarantees financial security and social protection.
a traineeship b short-term employment c decent job
- 4 Before the manager took a leave, he _____ to sign the documents in his absence.
a empowered me b built his portfolio c gave me feedback
- 5 I wonder how high the _____ I get when I retire will be.
a salary b pension c fare

2) Complete the sentences with the correct form of the words in brackets.

A career planning mind map helps you concentrate on what you should do to make your goal ¹ _____ (*achieve*). It is also a good ² _____ (*assist*) if you want to continue your current career ³ _____ (*advance*). Once you know where you are and where you want to be in the future, you have to consider your values, needs and ⁴ _____ (*motivate*) because your work will have a ⁵ _____ (*sign*) impact on your whole life. You have to ⁶ _____ (*identity*) the skills and ⁷ _____ (*know*) you have already gained and match them to your target job. By doing this, you will find out what ⁸ _____ (*transfer*) skills you need to boost, what education to acquire and what your ⁹ _____ (*strong*) and weaknesses are. Consider the information you have gathered ¹⁰ _____ (*care*) and make your move.

Based on: <https://www.edrawsoft.com/create-careerplanning-mindmap.php>

3) Complete the sentences with the prepositions below. Some prepositions can be used more than once.

on in through of for

- 1 Kasey has been searching _____ permanent employment for a few months.
- 2 Your chance _____ promotion is quite strong, Mr Sullivan.
- 3 Who was _____ charge of the project during my absence?
- 4 I hope you will have seen the project _____ by next week.
- 5 No one volunteered to take _____ more responsibilities, so the boss delegated the tasks to the whole team.
- 6 Is my country _____ residence the one I am living in now?
- 7 You should focus _____ the hands-on knowledge you can gain in the training.

4) Rewrite each pair of sentences as one sentence, using the beginning given. Add commas where necessary.

- 1 The rehearsals were scheduled to begin at 9 a.m. I was responsible for them.
The rehearsals _____.
- 2 Have you been to the temp agency in the centre? I got a few offers last summer there.
Have you been to the temp agency _____?
- 3 Ms Jordan hired a private tutor for her son. He didn't charge much for his classes.
The private tutor _____.
- 4 Every new employee undergoes a traineeship. It is a standard procedure.
A traineeship _____.
- 5 A few entrepreneurs decided to boost local employment by expanding their production range. They have been running various businesses in the area.
A few entrepreneurs _____.

5) Translate the Polish parts of the sentences into English.

- 1 The main aim of _____ (*listu motywacyjnego jest zachęcić*) the recruiter to read your CV.
- 2 I enjoy _____ (*środowisko pracy, w którym członkowie zespołu*) have a strong sense of work ethics.
- 3 What are the _____ (*cechy osobowe, które pracodawcy*) value the most in candidates?
- 4 The manager, _____ (*którego wymagania względem pracowników były zbyt wysokie*), had to accept the trade union's conditions.
- 5 Max doesn't earn much and complains about the working hours, but _____ (*dodatkowe świadczenia, które mu oferują*) outweigh the disadvantages.