

**1 Read the text and then type the correct form of the word in CAPITALS to complete the gaps.**

**APPLYING FOR A JOB**

If you are a university graduate, or maybe you have had a DISAGREEMENT with your current boss and are now considering changing jobs, you will probably follow the typical job \_\_\_\_\_ procedure. AGREE

The first step is finding a \_\_\_\_\_ to apply for. You will have to read local and national newspapers and magazines or check the Internet for job advertisements. APPLY

Meanwhile, you should devote some time to preparing your CV, which is an account of your \_\_\_\_\_, work experience, and all the skills and interests which may be relevant for the position advertised. VACANT

Send the CV accompanied with a covering letter telling an \_\_\_\_\_ why you are interested in their organization and what \_\_\_\_\_ you can make **CONTRIBUTE** to it. The letter gives you a perfect opportunity to sell yourself. QUALIFY

If you are \_\_\_\_\_, you will be given a chance to attend a job interview and discuss your CV further. The \_\_\_\_\_ will ask you a number of questions, some of which may be quite tricky, e.g. "What are your \_\_\_\_\_?". EMPLOY

But if you remain calm, positive and enthusiastic, and make a good \_\_\_\_\_, they will offer you \_\_\_\_\_. FORTUNE

The final step then is negotiating and signing the contract. INTERVIEW

WEAK

IMPRESS

EMPLOY

**2 Fill in the blanks with one of the words from the list below. There are more words than blanks.**

awareness	creditor	emerging	expenditure	incentive	margin	overheads
redundancy	retail	revenue	shareholder	survey	trade	vacancy

Many \_\_\_\_\_ markets, such as China, Brazil and India, have been growing so quickly that their central banks are worried about inflation, often a by-product of an overheated economy. The country's capital has long been a well-known centre for business, trade and education, regularly hosting large international conferences and \_\_\_\_\_ fairs.

Smaller companies spend 50 per cent or more of their \_\_\_\_\_s on marketing, three times more than their larger counterparts.

If the factory closes, more than a thousand workers will face \_\_\_\_\_.

They make a profit of \$4.20 on each book they sell, which represents a \_\_\_\_\_ of 60%.

There is an added \_\_\_\_\_ for you to buy from our catalogue—a free gift with every purchase.

Brand \_\_\_\_\_ is a marketing concept that measures consumers' knowledge of a brand's existence.

The latest \_\_\_\_\_ shows that the majority of women think our perfume smells terrible.

We must reduce our general \_\_\_\_\_: we have to cut costs wherever we can.

The forecast which predicts how much money the company will have to spend on rent, insurance, electricity, and other things that are needed to keep a business operating is the forecast of \_\_\_\_\_.

**3 Choose the best word to fill each gap.**

Jane Kowalski has just finalized the negotiations of her new contract with the Board of Directors.

Her base \_\_\_\_\_ will be PLN 10,000 per month.

a pension

b wage

c salary

When she is 67, she will get a \_\_\_\_\_ of PLN 8,000 per month.

- a rent                                      b retirement                                      c pension

The company has promised to give her many fringe \_\_\_\_\_.

- a perks                                      b benefits                                      c allowances

She has been offered a luxurious \_\_\_\_\_ car.

- a company                                      b business                                      c duty

She is highly appreciative of the car, as her contact involves numerous business \_\_\_\_\_.

- a journeys                                      b trips                                      c travel

What makes her even more excited are unlimited travel and entertainment \_\_\_\_\_.

- a pays                                      b spends                                      c expenses

Although she is aware these terms and conditions are quite generous, she is planning to ask for a pay \_\_\_\_\_ soon.

- a income                                      b rise                                      c bonus

**4 Choose the right word to go with each meaning. Write the number of that word next to its meaning.**

- 1 agenda  
2 payroll  
3 alliance                      \_\_\_\_\_ a new business activity that involves taking risks  
4 liability                      \_\_\_\_\_ a list of items to be discussed at a meeting  
5 venue                      \_\_\_\_\_ legal responsibility  
6 venture

- 1 subsidiary  
2 commodity  
3 factor                      \_\_\_\_\_ a product that can be bought and sold  
4 bargain                      \_\_\_\_\_ a company which is owned by a larger company  
5 schedule                      \_\_\_\_\_ plan  
6 sample

- 1 charge  
2 commerce  
3 branch                      \_\_\_\_\_ trade  
4 merger                      \_\_\_\_\_ a local office or shop  
5 gross                      \_\_\_\_\_ before tax  
6 freelance

**ODPOWIEDZI**

**1 Read the text and then type the correct form of the word in CAPITALS to complete the gaps.**

**APPLYING FOR A JOB**

If you are a university graduate, or maybe you have had a disagreement with your current boss and are now considering changing jobs, you will probably follow the typical job **application** procedure. The first step is finding a **vacancy** to apply for. You will have to read local and national newspapers and magazines or check the Internet for job advertisements. Meanwhile, you should devote some time to preparing your CV, which is an account of your **qualifications**, work experience, and all the skills and interests which may be relevant for the position advertised. Send the CV accompanied with a covering letter telling an **employer** why you are interested in their organization and what **contribution(s)** you can make to it. The letter gives you a perfect opportunity to sell yourself. If you are **fortunate**, you will be given a chance to attend a job interview and discuss your CV further. The **interviewer** will ask you a number of questions, some of which may be quite tricky, e.g. "What are

your **weaknesses**?”. But if you remain calm, positive and enthusiastic, and make a good **impression**, they will offer you **employment**. The final step then is negotiating and signing the contract.

**2 Fill in the blanks with one of the words from the list below. There are more words than blanks.**

awareness	creditor	emerging	expenditure	incentive	margin	overheads
redundancy	retail	revenue	shareholder	survey	trade	vacancy

Many **emerging** markets, such as China, Brazil and India, have been growing so quickly that their central banks are worried about inflation, often a by-product of an overheated economy.

The country’s capital has long been a well-known centre for business, trade and education, regularly hosting large international conferences and **trade** fairs.

Smaller companies spend 50 per cent or more of their **revenues** on marketing, three times more than their larger counterparts.

If the factory closes, more than a thousand workers will face **redundancy**.

They make a profit of \$4.20 on each book they sell, which represents a **margin** of 60%.

There is an added **incentive** for you to buy from our catalogue—a free gift with every purchase.

Brand **awareness** is a marketing concept that measures consumers' knowledge of a brand's existence.

The latest **survey** shows that the majority of women think our perfume smells terrible.

We must reduce our general **expenditure**: we have to cut costs wherever we can.

The forecast which predicts how much money the company will have to spend on rent, insurance, electricity, and other things that are needed to keep a business operating is the forecast of **overheads**.

**3 Choose the best word to fill each gap.**

Jane Kowalski has just finalized the negotiations of her new contract with the Board of Directors.

Her base **salary** will be PLN 10,000 per month.

When she is 67, she will get a **pension** of PLN 8,000 per month.

The company has promised to give her many fringe **benefits**.

She has been offered a luxurious **company** car.

She is highly appreciative of the car, as her contact involves numerous business **trips**.

What makes her even more excited are unlimited travel and entertainment **expenses**.

Although she is aware these terms and conditions are quite generous, she is planning to ask for a pay **rise** soon.

**4 Choose the right word to go with each meaning. Write the number of that word next to its meaning.**

- 1 agenda
- 2 payroll
- 3 alliance        6   a new business activity that involves taking risks
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