

LANGUAGE

Lesson 1.1 Vocabulary

BULATS (4 options)/BCEP (3 options)

1 Choose the correct option a, b or c.

Sarah has a great ¹..... attitude. She loves her job and is very ²..... about it. She is good at ³..... realistic goals for her team and is an excellent team ⁴..... She has a lot of ⁵..... as she is always honest, which her team likes. She is able to ⁶..... outside the box and uses ⁷..... thinking to solve problems. She gives her team quite a lot of ⁸..... so they are able to work on their own. However, she knows they will come to her if they have any problems. She shows ⁹..... to succeed in everything she does and she is ¹⁰..... in her ability to reach a senior position.

- | | | |
|-------------------|---------------|-----------------|
| 1 a must | b can-do | c will |
| 2 a passionate | b ambitious | c resourceful |
| 3 a making | b doing | c setting |
| 4 a colleague | b partner | c player |
| 5 a integrity | b flexibility | c adaptability |
| 6 a plan | b think | c communicate |
| 7 a serious | b critical | c reasonable |
| 8 a goals | b passion | c independence |
| 9 a determination | b attitude | c communication |
| 10 a ambitious | b confident | c motivated |

/10

Lesson 1.2 Grammar

2 Complete the mini dialogues with one word.

- 1 A: I need to tell my manager about the problem.
B: Why you speak to her tomorrow?
- 2 A: My boss always shouts at me.
B: Your boss shout at you. It's wrong.
- 3 A: I don't know how to tell him that I broke the printer.
B: Why not telling the truth? That's always best.
- 4 A: I can't understand this document.
B: You to ask your colleague to explain it.
- 5 A: I've no idea what to do with these files.
B: You give them to Jane. She might know what to do with them.
- 6 A: I can't find any good jobs.
B: How sending your CV to the new company in town? I hear they're looking for staff.
- 7 A: I need some work experience.
B: You try and get a work placement.
- 8 A: I don't really like my job.
B: don't you look for another job?
- 9 A: Should I list all my hobbies on my CV?
B: You don't to list all of them. Maybe one or two.
- 10 A: I'm not sure where to take our visitors to lunch.
B: You to try that new restaurant in town.

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Lesson 1.3 Functional language

PTE Part H/LCCI Part 1

3 [BP_B1_Test_01_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 1.4 Functional language

PTE Part B/BULATS

4 Write one word which best fits each space.

- 1 Thank you for your today. We'll let you know our decision next week.
- 2 Could you put me in with the sales representative?
- 3 Could I you a call next week to discuss this in more detail?
- 4 Miguel's our boss. He's in of this department.
- 5 It's been very nice to you, I really appreciate your feedback.

/5

Lesson 1.5 Functional language

BULATS

5 Write one word which best fits each space.

Hi everyone!
I'd like to ¹..... myself. I'm Jacinta Gomez and I'm the new Designer for the company. I have a lot of experience in design. My previous job was ²..... Assistant Designer for a large retail company. It would be great if we could ³..... up over lunch on Friday this week and get to know each other. I'm looking ⁴..... to working with you all on the exciting new projects. I ⁵..... to meet you all on Friday.

/5

Name: _____

LANGUAGE**Short listening**

BECP Part One/ BULATS

6 [BP_B1_Test_01_02.mp3] You will hear eight short recordings twice. For questions 1–8 choose the correct answer.

1 What does Gordon think he's good at?
a groupwork
b communication with people
c solving problems

2 Which job is the company advertising?



a **b** **c**

3 What did John forget to put on his CV?

a his problem-solving skills
b his internship experience
c his experience working in a team

4 Where did the man find the documents?



a **b** **c**

5 Where did the woman find out about the job?

a an online job site
b a colleague
c a library noticeboard

6 How much will they pay for each office chair?

€100

€130

€150

a **b** **c**

7 Why didn't Suzanna get the job?

a She wasn't enthusiastic enough.
b She didn't have enough experience.
c She had the wrong skillset.

8 Why didn't the man accept the job offer?

a The salary wasn't good enough.
b The work didn't seem very interesting.
c He didn't have the right skills.

/8

Long listening

BECP Part Four/ BULATS

7 [BP_B1_Test_01_03.mp3] Listen to a young man asking Maria Staten, an expert in graduate recruitment, for some advice. Choose the correct option, a, b or c.

1 How many interviews did the man get?
a 2
b 3
c 5

2 What kind of jobs has he applied for?

a Assistant Manager
b Manager
c Trainee Manager

3 What job did he do in the restaurant?

a Waiter
b Chef
c Bar Manager

4 What does Maria say about skills and experience?

a Your CV must include volunteer work.
b Volunteer work is rarely useful.
c Many skills are transferable.

5 Maria says employers like new recruits who

a are good at time management.
b like learning new skills.
c don't waste time.

6 Maria advises the man to apply for jobs which

a need specific experience.
b offer good career potential.
c require less experience.

7 Maria says that Luke's CV

a has some errors on it.
b includes too many personal details.
c doesn't match the job requirements.

/7

Name: _____

Writing

BECP Part Two/BULATS (50–60 words)

8 Read this email from the Human Resources Director to the new Sales Manager.

To: Gil Folds, Sales Manager
From: HR Director
Subject: New Sales Manager
Welcome to the company. I hope you have a good first day.
I have informed the staff that you are starting work today. However, I think it would also be a good idea if you could send them all an email to introduce yourself as soon as possible.

Write an email to all your colleagues:

- introducing yourself.
- saying what your previous job was.
- saying how you feel about the new job.
- inviting them to contact you if they have any problems.

Write about 60–80 words.

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