


NAME: _____

DATE: _____

SCORE: _____ /50

A  Listen to a conversation between two friends, Sarah and Mike, who are meeting their college friends at a reunion. Then read the questions and choose the correct answers.

- | | |
|---|--|
| <p>1 What do we learn about Sarah?</p> <p>A She is twenty years old.</p> <p>B She is not as tall as she used to be.</p> <p>C She was excited about coming to the reunion.</p> <p>2 What does Mike often have to do in his job?</p> <p>A lift heavy equipment</p> <p>B travel internationally</p> <p>C go to the gym</p> <p>3 What did Sarah do when she left college?</p> <p>A She took a course in business.</p> <p>B She got a job in a restaurant</p> <p>C She started working with her parents.</p> | <p>4 Since she left college, Sarah</p> <p>A has phoned Alison often.</p> <p>B has been in regular contact with Laura.</p> <p>C has seen Laura every day.</p> <p>5 What does "getting along" mean?</p> <p>A arguing</p> <p>B having a good relationship</p> <p>C talking to</p> |
|---|--|
- _____ / 10 (2 points each)

B Complete the blog post with the words in the box.

achievement challenge chores job opportunity project success

MY TRIP ACROSS THE USA

I have always loved a ¹ _____ so that's why I decided to organize a bike ride across the US for charity. My goal was to get 99 people to ride with me and to raise \$20,000 for cancer research. For this ² _____ to be a big ³ _____ I knew I would need some money first. Our neighbor gave me the ⁴ _____ of taking her dogs for a walk every day. This was the perfect ⁵ _____ for me to make money and get some exercise at the same time. Also, my parents said they would pay me if I did ⁶ _____ around the house like cleaning the car and doing the grocery shopping. I set up a website for people to sign up to ride with me.

When I had enough money and 99 people had signed up, we started cycling across the country. It took us three months, and we raised \$33,000 dollars for charity, which I think was an incredible ⁷ _____.

_____ / 7 (1 point each)

C Circle the correct answers in the article.

GET THINGS DONE!

Are you having problems with coworkers who talk too much at work? Do you find it hard to ¹concentrate / get nowhere on what you are doing? Do you never ²have / waste time to finish everything you want to do? Here is some advice if you want to get work done at work!

First, make a plan. You can ³save / do a lot of time by writing down what you need to do. Second, if you have ⁴problem / trouble with coworkers who often interrupt you, try wearing headphones. If you don't, you will ⁵spend / save a lot of time talking and ⁶will make good progress / will get nowhere with your work.

Finally, if this is not possible, ⁷make / do your best to arrive early when there are fewer people in the office. You will ⁸make / do better progress this way. Good luck!

_____ / 8 (1 point each)

D Complete the conversation with the words in parentheses (). Use the present perfect continuous.

Abby I'm so tired, Ryan. I ¹_____ (clean) the house all morning. You know we have visitors coming. What ²_____ you _____ (do)?

Ryan Uh ... I ³_____ (not do) much really. I ⁴_____ (sleep) most of the morning.

Abby Really? But these are your friends too! I can't believe I ⁵_____ (wash) the dishes and the clothes and you ⁶_____ (not do) anything.

Ryan Well, that's not exactly true. I ⁷_____ (think) about what I'm going to wear. Have you seen my red shirt?

_____ / 7 (1 point each)

E Complete the sentences with the words in parentheses (). Use the present perfect or the present perfect continuous.

1 _____ Grace and Will _____ (leave) the house yet? I think their bus is coming.

2 Finally, John _____ (make) the decision to get a new job.

3 Sorry I'm late! _____ you _____ (wait) for a long time?

4 Your eyes are tired because you _____ (work) on the computer all day.

5 _____ William _____ (eat) all the chocolates? There aren't any left!

6 I hear Emily and Amanda are taking Spanish classes. How long _____ they _____ (take) them?

7 Anna _____ (play) seven tennis matches. She won six and only lost one.

8 _____ you _____ (work) in the garden? Your hands are very dirty.

_____ / 8 (1 point each)

F Read the article. Then read the questions and choose the correct answers.

WORK SMARTER NOT HARDER

We all have too much work to do and too little time to do it. Managing your time is a challenge, but the secret is to work smarter not harder.

First, know when to work. When are you most awake? When are you sleepy? Some people work better at night, others first thing in the morning. You should do creative work or complicated work when you are at your best. When you're not at your best, you should do jobs which don't need a lot of thinking, like reading emails or calling a colleague.

Second, eat and sleep well to work well. Have you ever had a large lunch and felt so sleepy that you couldn't think? It's better to eat small amounts of food several times a day than to eat two or three large meals. A large meal at night can have a bad effect on your sleep quality and on your ability to think. It's important to not only get enough sleep but to also get good quality sleep.

Exercise is important too. In fact, exercising can make you feel more awake than having a cup of coffee. In addition, exercise makes you feel happier, and happy people work better!

Finally, do the right work at the right time. Certain experts say you should do your most difficult piece of work first. After you've finished that, you'll feel ready to do almost any other job on your to-do list. But other experts say the opposite; they suggest starting with something simple. Doing that will make you feel successful and ready to do your next job.

1 What is the writer's main purpose in writing this text?

- A to explain how people can become more intelligent
- B to say how food can make us feel sleepy
- C to help busy people organize their work better

2 According to the writer, the best time to do more difficult work is

- A early in the day after a good night's sleep.
- B late in the evening when it is quiet.
- C different for each person.

3 What may be the result of eating large meals?

- A It might be difficult to think about work later.
- B You will have more time for working.
- C You can sleep better at night.

4 What does the writer say about exercise?

- A He likes to do it after drinking coffee.
- B It can have a positive effect on how people feel.
- C You must do it in the morning.

5 When selecting which job to do, the main thing is

- A to decide quickly and begin.
- B to do something that is not easy.
- C to choose a simple task.

_____ / 10 (2 points each)