

For questions 1 – 11 read the text below and decide which answer A, B, C or D best fits each space. Only one answer is correct.

I left school at the age of sixteen without any academic 1) ..... . Instead of staying at school, I decided to look for a job and I found a starting 2) ..... as an office junior at an insurance company. All I wanted to do was earn a 3) ..... so that I could start buying the things that I wanted. When I was seventeen, I got my driving 4) ..... and bought myself a car. I also realized how useful it was to get some workplace 5) ..... because you're going to be at work for a long time and you need to know how to get up early, get to work and work together in a team.

My boss was happy with my performance at work and she suggested I work towards getting some professional 6) ..... by taking courses in the evening. I think I was the only person on the course who didn't have a high school 7) ....., so I found it quite difficult. Fortunately, the teachers helped me to develop some of the academic 8) ..... I hadn't learned at school, like how to scan-read a book and take notes.

Going back to school has made me realize that gaining professional 9) ..... is important, but studying can also give you more employment 10) ..... . In my case, my boss suggested I apply for a more senior position in the company. I was successful and I now have a managerial position and a higher salary and a lot more job 11) ..... .

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|-----|--------------------------|----------------------|--------------------------|----------------------|
| 1)  | A) opportunities         | B) position          | <b>C) qualifications</b> | D) experience        |
| 2)  | A) security              | B) experience        | C) salary                | <b>D) position</b>   |
| 3)  | A) diploma               | B) licence           | <b>C) salary</b>         | D) position          |
| 4)  | <b>A) licence</b>        | B) pass              | C) experience            | D) qualification     |
| 5)  | A) opportunities         | B) security          | C) skills                | <b>D) experience</b> |
| 6)  | <b>A) qualifications</b> | B) experience        | C) diplomas              | D) skills            |
| 7)  | A) position              | B) qualification     | <b>C) diploma</b>        | D) licence           |
| 8)  | A) qualifications        | B) experience        | C) opportunities         | <b>D) skills</b>     |
| 9)  | A) salaries              | <b>B) experience</b> | C) opportunities         | D) security          |
| 10) | <b>A) opportunities</b>  | B) qualifications    | C) skills                | D) experience        |
| 11) | A) safety                | B) qualifications    | C) career                | <b>D) security</b>   |

For questions 12 – 39 read the sentences below and decide which answer A, B, C or D best fits each space. Only one answer is correct.

12) ..... tasteful furniture you have bought!

- |           |                |       |        |
|-----------|----------------|-------|--------|
| A) What a | <b>B) What</b> | C) So | D) How |
|-----------|----------------|-------|--------|

13) We donated our money from the fashion show to a charity that helps ..... poor.

- |      |                     |       |               |
|------|---------------------|-------|---------------|
| A) a | B) a large quantity | C) an | <b>D) the</b> |
|------|---------------------|-------|---------------|

14) It was ..... beautiful weather that we decided to go to the beach.

- |         |                |           |       |
|---------|----------------|-----------|-------|
| A) what | <b>B) such</b> | C) such a | D) so |
|---------|----------------|-----------|-------|

15) If you don't study for your exams, you won't ..... progress.

- |           |         |                |       |
|-----------|---------|----------------|-------|
| A) happen | B) have | <b>C) make</b> | D) do |
|-----------|---------|----------------|-------|

- 16) He has a nap every day, .....?  
A) hasn't he                      B) isn't he                      C) didn't he                      **D) doesn't he**
- 17) .... social network do you use most often?  
A) **What**                      B) Who                      C) Why                      D) How
- 18) He visited me in ..... hospital after my operation.  
A) **the**                      B) an                      C) -                      D) any
- 19) We can meet ..... Saturday morning.  
A) **on**                      B) in                      C) of                      D) at
- 20) Many actors were ..... the invited guests at the award ceremony.  
A) in                      B) between                      **C) among**                      D) off
- 21) It is proved that smoking ..... harm to your health.  
A) happens                      **B) does**                      C) occurs                      D) makes
- 22) I don't eat meat and my boyfriend doesn't .....  
A) **either**                      B) nor                      C) neither                      D) too
- 23) Hardly ..... students passed the test.  
A) some                      B) every                      **C) any**                      D) no
- 24) I rarely go out ..... the weekends.  
A) by                      **B) at**                      C) of                      D) in
- 25) We go swimming ..... week.  
A) another                      B) the other                      C) each other                      **D) every other**
- 26) Supposing Jack asked you to the party, what .....?  
A) did you do                      B) do you do                      **C) would you do**                      D) have you done
- 27) The witness saw the lorry ..... into the back of the car and burst into flames.  
A) to crashing                      B) has crashed                      C) crashing                      **D) crash**
- 28) My therapist recommended me ..... more.  
A) relaxing                      **B) to relax**                      C) relax                      D) to relaxing
- 29) They're not getting married ..... they have saved enough money.  
A) by                      **B) until**                      C) if                      D) by the time
- 30) He means ..... you for the damage he caused.

- A) **to pay**                      B) to have paid                      C) pay                      D) paying
- 31) He bought a(n) ..... cottage in the country.  
A) stone, old, small    B) old, small, stone    **C) small, old, stone**    D) stone, small, old
- 32) Jane would prefer to work as a doctor ..... work as a nurse.  
A) to                      B) rather                      C) than                      **D) rather than**
- 33) Can she really be so stupid as ..... his lies?  
A) **to believe**                      B) believe                      C) to believing                      D) believing
- 34) Jane finished her maths homework and went on ..... her English essay.  
A) doing                      **B) to do**                      C) to be done                      D) do
- 35) It was ..... hard work that he had to use all his energy to do it.  
**A) such**                      B) so                      C) very                      D) too
- 36) These reports haven't been typed. Have the typists ..... them right away!  
A) **do**                      B) to do                      C) doing                      D) to doing
- 37) She wouldn't forgive him ..... all his apologies.  
A) even though                      **B) despite**                      C) in spite                      D) although
- 38) Make sure you know the answer in case he ..... you.  
A) will ask                      **B) asks**                      C) would ask                      D) has asked
- 39) "Are there any buses today?" "No, ....."  
A) neither                      **B) none**                      C) either                      D) no

**For questions 40 – 50 read the text below and decide which answer A, B, C or D best fits each space. Only one answer is correct.**

**Need a better work-life balance?**

The number of people reporting symptoms of extreme physical, mental and emotional stress, also known as burnout is increasing year on year. Why are so many of us finding it difficult to 40) ..... and what can we do about it?

The fast-paced and constantly connected nature of modern life can make it hard for us to switch 41) ..... and relax and, unfortunately, some people just can't. If you never take any time to 42) ..... your head and 43) ..... your batteries, you can get sucked into a dangerous cycle of exhaustion and anxiety. No matter how often people tell you to 44) ..... it easy, the thought of stopping and take a day 45) ..... feels scarier than carrying on. Work becomes such a dominant part of your life that you just can't imagine what you would do if you had to take some of your annual 46) ....., so you don't.

The first step to take when you want to break the cycle and regain a more normal work-life balance is to recognize that you have a problem and to talk to people you can trust about it. Secondly, try to undo the damage by managing your stress levels, for example, by setting aside a few days when you can just 47) ..... from it all, 48) ..... your feet up and relax. Then you just need to sustain those positive habits over a longer period of time. You could do this by setting aside a certain amount of time every day, perhaps an hour at first and then longer, in which you spend 49) ..... doing things that make you feel good. Once you've been doing that for a while, you may want to take a holiday. It doesn't really matter where you go, the 50) ..... will do you a lot of good.

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|-----|---------------------------|----------------------|-----------------|------------------------|
| 40) | A) put their foot up      | B) take off          | C) go out       | <b>D) unwind</b>       |
| 41) | <b>A) off</b>             | B) out               | C) on           | D) up                  |
| 42) | A) unwind                 | B) chill             | <b>C) clear</b> | D) refresh             |
| 43) | <b>A) recharge</b>        | B) refresh           | C) take         | D) catch up with       |
| 44) | <b>A) take</b>            | B) make              | C) do           | D) feel                |
| 45) | A) on                     | <b>B) off</b>        | C) in           | D) out                 |
| 46) | A) scene                  | B) quality time      | C) days off     | <b>D) leave</b>        |
| 47) | <b>A) get away</b>        | B) go away           | C) get lost     | D) forget              |
| 48) | A) take                   | B) recharge          | C) refresh      | <b>D) put</b>          |
| 49) | A) feet up                | B) a day off         | C) leave        | <b>D) quality time</b> |
| 50) | <b>A) change of scene</b> | B) feeling refreshed | C) chilling out | D) day off             |