

# Intelligent Business

## Unit 8 Review questions for the Pre-intermediate Coursebook

- 1) Who is looking for employment?
  - a) a job seeker
  - b) a careers adviser
  - c) a headhunter
  
- 2) The HR department deals with ...
  - a) accounting.
  - b) selling.
  - c) recruitment.
  
- 3) Which word means the same as candidate?
  - a) trainee
  - b) applicant
  - c) resume
  
- 4) Twenty people ... the job.
  - a) attended
  - b) applied for
  - c) offered
  
- 5) We ... eight candidates for interview.
  - a) selected
  - b) recruited
  - c) offered
  
- 6) Shift work means ...
  - a) to work for a company for a fixed period.
  - b) to start and finish work at convenient times.
  - c) to work at different times of the day or night.
  
- 7) Working from home using a computer is called ...
  - a) flexi-time.
  - b) job-sharing.
  - c) tele-working.
  
- 8) Which sentence is correct?
  - a) Please don't touch the equipment!
  - b) Please not to touch the equipment!
  - c) Not touching the equipment please!
  
- 9) Please inform your boss ...
  - a) if you will attend the seminar.
  - b) if you not attend the seminar.
  - c) if you want to attend the seminar.
  
- 10) 'In a job application, *make sure* that you give details of your skills and experience.'
  - a) it's a good idea to
  - b) don't forget to
  - c) it may be best to

