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