

# On Screen

Workbook & Grammar Book



Upper-Intermediate | B2+



Virginia Evans - Jenny Dooley



Express Publishing

# On Screen

Upper-Intermediate | B2+

## Workbook & Grammar Book

Virginia Evans – Jenny Dooley



Express Publishing

Published by Express Publishing

**Liberty House, Greenham Business Park, Newbury,  
Berkshire RG19 6HW, United Kingdom**  
**Tel.: (0044) 1635 817 363**  
**Fax: (0044) 1635 817 463**  
**email: [inquiries@expresspublishing.co.uk](mailto:inquiries@expresspublishing.co.uk)**  
**[www.expresspublishing.co.uk](http://www.expresspublishing.co.uk)**

© Virginia Evans – Jenny Dooley, 2014

Design and Illustration © Express Publishing, 2014

Music Arrangements by Taz © Express Publishing, 2014

First published 2014

Made in EU

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form, or by any means, electronic, photocopying or otherwise, without the prior written permission of the publishers.

This book is not meant to be changed in any way.

ISBN 978-1-4715-2164-5

## Acknowledgements

### Authors' Acknowledgements

We would like to thank all the staff at Express Publishing who have contributed their skills to producing this book. Thanks for their support and patience are due in particular to: Megan Lawton (Editor in Chief); Mary Swan and Sean Todd (senior editors); Michael Sadler and Steve Miller (editorial assistants); Richard White (senior production controller); the Express design team; Warehouse (recording producers); and Kevin Harris, Kimberly Baker, Steven Gibbs and Christine Little. We would also like to thank those institutions and teachers who piloted the manuscript, and whose comments and feedback were invaluable in the production of the book.

**The authors and publishers wish to thank the following who have kindly given permission for the use of copyright material.**

### Photograph Acknowledgements

**Vocabulary 5b:** Spider-man © cinetext/www.iml.gr on p. 70

**Every effort has been made to trace all the copyright holders. If any have been inadvertently overlooked, the publishers will be pleased to make the necessary arrangements at the first opportunity.**

# Contents

## Module 1

1a .....	pp. 4-5
1b .....	pp. 6-7
1c .....	pp. 8-9
1d .....	p. 10
1e .....	p. 11
1f .....	p. 12
<b>Matura Skills 1</b> .....	p. 13
<b>Language Knowledge 1</b> .....	pp. 14-15
<b>Matura Exam Basic 1</b> .....	pp. 16-17
<b>Matura Exam Extended 1</b> .....	pp. 18-19

## Module 2

2a .....	pp. 20-21
2b .....	pp. 22-23
2c .....	pp. 24-25
2d .....	p. 26
2e .....	p. 27
2f .....	p. 28
<b>Matura Skills 2</b> .....	p. 29
<b>Language Knowledge 2</b> .....	pp. 30-31
<b>Matura Exam Basic 2</b> .....	pp. 32-33
<b>Matura Exam Extended 2</b> .....	pp. 34-35

## Module 3

3a .....	pp. 36-37
3b .....	pp. 38-39
3c .....	pp. 40-41
3d .....	p. 42
3e .....	p. 43
3f .....	p. 44
<b>Matura Skills 3</b> .....	p. 45
<b>Language Knowledge 3</b> .....	pp. 46-47
<b>Matura Exam Basic 3</b> .....	pp. 48-49
<b>Matura Exam Extended 3</b> .....	pp. 50-51

## Module 4

4a .....	pp. 52-53
4b .....	pp. 54-55
4c .....	pp. 56-57
4d .....	p. 58
4e .....	p. 59
4f .....	p. 60
<b>Matura Skills 4</b> .....	p. 61
<b>Language Knowledge 4</b> .....	pp. 62-63
<b>Matura Exam Basic 4</b> .....	pp. 64-65
<b>Matura Exam Extended 4</b> .....	pp. 66-67

## Module 5

5a .....	pp. 68-69
5b .....	pp. 70-71
5c .....	pp. 72-73

<b>5d</b> .....	p. 74
<b>5e</b> .....	p. 75
<b>5f</b> .....	p. 76
<b>Matura Skills 5</b> .....	p. 77
<b>Language Knowledge 5</b> .....	pp. 78-79
<b>Matura Exam Basic 5</b> .....	pp. 80-81
<b>Matura Exam Extended 5</b> .....	pp. 82-83

## Module 6

<b>6a</b> .....	pp. 84-85
<b>6b</b> .....	pp. 86-87
<b>6c</b> .....	pp. 88-89
<b>6d</b> .....	p. 90
<b>6e</b> .....	p. 91
<b>6f</b> .....	p. 92
<b>Matura Skills 6</b> .....	p. 93
<b>Language Knowledge 6</b> .....	pp. 94-95
<b>Matura Exam Basic 6</b> .....	pp. 96-97
<b>Matura Exam Extended 6</b> .....	pp. 98-99

## Module 7

<b>7a</b> .....	pp. 100-101
<b>7b</b> .....	pp. 102-103
<b>7c</b> .....	pp. 104-105
<b>7d</b> .....	p. 106
<b>7e</b> .....	p. 107
<b>7f</b> .....	p. 108
<b>Matura Skills 7</b> .....	p. 109
<b>Language Knowledge 7</b> .....	pp. 110-111
<b>Matura Exam Basic 7</b> .....	pp. 112-113
<b>Matura Exam Extended 7</b> .....	pp. 114-115

## Module 8

<b>8a</b> .....	pp. 116-117
<b>8b</b> .....	pp. 118-119
<b>8c</b> .....	pp. 120-121
<b>8d</b> .....	p. 122
<b>8e</b> .....	p. 123
<b>8f</b> .....	p. 124
<b>Matura Skills 8</b> .....	p. 125
<b>Language Knowledge 8</b> .....	pp. 126-127
<b>Matura Exam Basic 8</b> .....	pp. 128-129
<b>Matura Exam Extended 8</b> .....	pp. 130-131

<b>Dictation</b> .....	p. 132
<b>Grammar Bank</b> .....	pp. 133-189
<b>Appendix 1</b> .....	pp. 190-195
<b>Word Distractors</b> .....	pp. 196-198
<b>Vocabulary Bank</b> .....	pp. 199-215
<b>Translator's Corner</b> .....	pp. 216-217
<b>Glossary</b> .....	pp. 218-223
<b>Irregular Verbs</b> .....	p. 224

# Sawdust, Spangles and Dreams

Picture a night at the circus ... the bright lights of the big top teeming with leaping trapeze artists and madcap clowns. It's a spectacle that has been thrilling audiences for centuries; historians say the tradition goes as far back as Ancient Rome! But what is life like under the big top? We've asked travelling circus performer Kitty Wonder to give us a privileged peek through the curtains ...

**A** Some people dream of running away to join the circus, but not me: I was born into it. Just like my Ma and Pa, I've been performing as a circus artiste since the time I learned to walk! The circus is not just our family trade, it's our passion. I grew up immersed in circus culture, thrilled by the stories of my outrageous tightrope walking Grandmother! Life on the open road is not always a breeze; in fact it can be exhausting, but I love the freedom it brings. After all, it's a golden opportunity to see the world! And better still, it gives me the chance to share my travelling life with a band of extraordinary performers.

**B** We are not a huge circus and all of the performers also work behind the scenes to keep things running smoothly. For example, you might find the star of the flying trapeze scattering sawdust on the circus floor or the strong man sewing sequins onto sparkly stage costumes. Indeed, bright, colourful costumes are vital in a circus, although mine is very simple. I'm a mime artist so, following mime tradition, I dress from head to toe in plain black. But I do paint my face with heavy white make-up, and colour my cheeks and lips a bright cherry red. The look is finally complete when I put on my big curly wig and little top hat. My character is playful, sometimes clumsy, but always extremely mischievous! I never fail to cause a big commotion and have lots of fun doing it! There are also traditional clowns in the show, as well as flying trapeze artists, acrobats, tightrope walkers, fire-breathers and sword-swallowers. We even have a human cannon ball!

**C** Going from town to town and from city to city so fast – often staying for only a night – it can be quite exhausting sometimes. The hours leading up to a show are very intense and action-packed and I often lose track of time and hardly remember who I am and what I'm doing! There's an epic list of things to do: we have to set up the

## STUDY SKILLS

Quickly read the text to get the gist. Read the questions and possible answers and find the key words. Read the text again and identify the part that contains the answer to each question. Try to find words/phrases synonymous to the key words in the questions and answers. This will help you do the task.

big top tent, check the climbing apparatus and safety net, test the lights and sound system, and, of course, rehearse our routines and stunts to keep them fresh and exciting for the public.

**D** The moments spent waiting in the wings before going out to face the crowd are always nerve-wracking; I'd say it's my least favourite part of the day! It's a kind of 'stage fright'; however, I don't get it as badly as some who've joined our show. I remember the Great Sebastian, who suffered terribly from the shakes; never a good idea when you're walking a tightrope some fifteen metres high in the air! Still, I've never been able to completely relax before a performance. But then again, I would be concerned if I ever became too relaxed as I have to be to give my best each time. Then, when the moment arrives, and I step out in front of the bright lights and applause, I get a feeling of excitement like nothing else in the world. I can honestly say it's when I feel most alive.

**E** The show usually ends around 11pm, and by midnight, after every performance, the entire company sits down to eat under the stars; it's our chance to chat about the highs and lows of the show as well as a way to wind down after all the frenetic activity. The performances are so physically and emotionally demanding that having this time to come back down to earth - sometimes literally! - is absolutely essential. If ever I have a particularly exhausting or trying day, I always remind myself how lucky I am to be living this way. For me, the circus will always be more than just a job; people come to the circus to see magic and dreams come to life and I'm so happy to help make this happen.

## Multiple choice

### Preparing for the matura exam

- 1** a) Read the question and possible answers below. Then read the first paragraph of the text. Pay attention to the underlined words/phrases.

What do we learn about Kitty's family in the first paragraph?

- A They are a famous circus family.
- B They are mostly tightrope walkers.
- C The circus has always been their life.
- D Her parents ran away to join the circus.

- b) Which is the correct answer? How have the underlined words/phrases helped you decide?

- 2** **MATURA TASK** (P) Now read the rest of the text and for questions 1-5 choose the correct answer A, B, C or D.

- 1 Because the circus is quite small, the performers
  - A often have too much work to do.
  - B have to make all their own costumes.
  - C help out in different areas.
  - D learn each other's circus skills.
- 2 Kitty says that travelling from place to place
  - A can be very tiring.
  - B can often be stressful.
  - C can be confusing and unclear at times.
  - D is mostly fun and exciting.
- 3 In the fourth paragraph, Kitty focuses on
  - A how she prepares for a show.
  - B the audience's reactions.
  - C how she tries to control her nerves.
  - D her feelings about going on stage.
- 4 Overall, Kitty feels that her lifestyle is
  - A more difficult than most.
  - B tiring but satisfying.
  - C dangerous but exciting.
  - D an equal mixture of positives and negatives.
- 5 The purpose of the text is to
  - A describe the different jobs in a circus.
  - B give insight into how a circus operates.
  - C describe what it's like being in the circus.
  - D compare a job in the circus to regular jobs.

- 3** Fill in: *nerve-wracking, scattered, sew, stepped out, action-packed, wind down, mischievous, remind*.

- 1 After the performance, there was popcorn ..... all over the ground.
- 2 It was ..... to watch the acrobat perform; we were so worried she would fall!
- 3 After a hard day's work, I like to have a hot bath to ..... and relax.
- 4 Many of the people in the circus ..... their own costumes.
- 5 The ..... clowns played tricks on members of the audience.
- 6 Can you ..... me of the name of that famous Chinese circus?
- 7 From the moment the clown ..... onto the stage, the audience didn't stop laughing.
- 8 The show was ..... from start with barely a moment to catch your breath!

- 4** Choose the option that best explains the idioms.

- 1 Bill's very excited that he's graduated, but once he **comes back down to earth** he'll realise that now it's time to get a job!
  - a to begin dealing with boring everyday matters
  - b to have a safe landing after a flight
- 2 At Disneyland every child's **dreams come to life** as they meet their favourite cartoon characters.
  - a to wake up after a bad dream
  - b to have a wonderful experience
- 3 You might think **living life on the road** sounds adventurous, but it is actually exhausting.
  - a to have no home; be homeless
  - b to have a job that requires a lot of travel

- 5** Fill in: *heavy, strong, bright*.

- 1 ..... make-up
- 2 ..... clothes
- 3 ..... character
- 4 ..... lights

# Vocabulary

**1** a) Match the words to create jobs.

1	estate	a driver
2	flight	b guide
3	taxi	c researcher
4	fire	d agent
5	medical	e assistant
6	fashion	f fighter
7	tour	g attendant
8	sales	h designer

b) Use the phrases below to make sentences about the jobs from the previous exercise, as in the example.

- 1 **work:** full-time/part-time/indoors/outdoors
- 2 **have:** flexible hours/unsociable hours/good career prospects
- 3 **be:** well-paid/poorly-paid
- 4 **need:** training/a degree
- 5 **the job is:** boring/dangerous/rewarding/interesting/stressful

*Fire fighters are well-paid but have to work unsociable hours and usually outdoors. They also need lots of training as their work is dangerous.*

**2** Fill in the gaps with the correct word from the list:

*perfectionists, relaxed, sensible, good-natured, self-conscious.*

- 1 Fire fighters need to be ..... when taking risks.
- 2 Au pairs need to be ..... as looking after children is often stressful.
- 3 Tour guides cannot be ..... because they have to talk in front of large groups of people.
- 4 Fashion designers are often ..... who want their creations to be as good as possible.
- 5 Flight attendants should be ..... and polite, even when they have to deal with difficult passengers.

**3** Circle the odd one out as in the example.

- 1 customer – client – consumer – **partner**
- 2 staff – employer – personnel – crew
- 3 earn – gain – fail – win
- 4 experience – job – career – profession
- 5 boring – moody – distant – easy-going
- 6 full-time – part-time – training – flexible

**4** a) Put the following words in the correct column.

- big-headed • conservative • easy-going • relaxed • moody
- quick-tempered • gentle • gullible • sensible • warm-hearted • perfectionist • thick-skinned

Positive	Neutral	Negative

b) Fill in the word from the table above which matches the description.

- 1 A person whose moods change quickly is .....
- 2 A person who is not easily upset by unkind words or criticism is .....
- 3 A traditional person who doesn't like new things or ideas is .....
- 4 A calm and quiet person is .....
- 5 A person who gets angry easily is .....

**5**

**MATURA PRACTICE**



Read the texts. Fill in each gap (1-4) with one word to get a coherent and logical text.

**A**

Would you like to work for a leading seafood restaurant chain?

Are you hard working, organised and work well **1)** ..... pressure? If so, then this is the job **2)** ..... you.

Minimum 5 years' **3)** ..... required. Good salary and career prospects for the right candidate.

For further details and to **4)** ..... out an application form, please visit,

[www.seafood-seefood.co.uk/jobs](http://www.seafood-seefood.co.uk/jobs)

**B**

## TOUR GUIDE WANTED!

We currently have a(n) opening for a confident, cheerful and enthusiastic person to join our staff at Warwick Castle. Your role will be to

- 1) ..... groups of tourists on guided historic tours of the castle and grounds. The successful applicant will enjoy a competitive wage and excellent working **2)** ..... It is essential that applicants show a keen interest
- 3) ..... history but no formal qualifications are necessary. Please
- 4) ..... your CV to **PO Box 3547, Warwick.**

# Topic related vocabulary

**6** a) Complete the spidergrams with the words in the list.

- satisfaction • load • description
- have a well-paid • place • look for a • be out of • have a permanent • have lots of • to apply for a • do voluntary • be qualified for the



b) Put the words in the list in the correct column.

- a temporary/permanent job
- a promotion • a good salary
- an employee
- previous experience
- on maternity leave
- a 9 to 5 job • a pay rise
- unemployed • flexible hours
- a job • a busy day • time off
- on holiday • a day off
- an interview • a bonus
- in charge of the company
- career prospects

be	get	have

**7** Choose the correct word.

- 1 Ben thinks he will **give/do/get** a promotion at work.
- 2 Will you help me **write/make/apply for** my CV?
- 3 Doctors often have to **get/work/have** long hours.
- 4 Sarah **gains/earns/wins** a living as a teacher.
- 5 Beth has to **meet/go/attend** an interview tomorrow.
- 6 Leon **got/became/grew** unemployed last month.

**8** Complete the sentences with the correct word from the list below.

- steady • missed • pay • long • managerial

- 1 Rebecca is always tired because she has to work ..... hours in her job.
- 2 After a year of being unemployed, it was a relief for Mike to have a ..... job.
- 3 Anna looked forward to getting her weekly ....., but she usually spent most of it going shopping the next day.
- 4 I applied for the ..... post because I have experience of being in charge of a team.
- 5 Daniel is a very good employee and has never ..... a deadline.

**9** Choose the correct word.

- 1 Frank wants to pursue a(n) **work/job/occupation/career** as a chef.
- 2 Flight attendants must be **honest/ambitious/reliable/flexible** because they have to work unusual hours.
- 3 Craig wants to be a **chef/gardener/stockbroker/sales assistant** because he enjoys being outside.
- 4 Maria is very **sensitive/sensible/selfish/sympathetic** and gets upset easily.
- 5 Lisa gets a good **earning/money/salary/pay** from her job as a lawyer.
- 6 Applicants must have previous **application/vacancy/qualification/experience** of working with children.

## Word formation

10

**MATURA PRACTICE R** Complete the sentences with the word derived from the words in bold.

- 1 She was highly ..... and managed to become a successful lawyer. (**AMBITION**)
- 2 One ..... of the company's profit goes to charities. (**THREE**)
- 3 He works as a travel ..... for National Geographic Magazine. (**JOURNAL**)
- 4 The company offers ..... training to all new recruits. (**BASE**)
- 5 Ray emailed the college to find out about entry ..... . (**REQUIRE**)

- 6 Security guards often work long, ..... hours. (**REGULAR**)
- 7 He earns a high salary and manages to live ..... . (**COMFORT**)
- 8 ..... are investigating the effectiveness of the new drug. (**RESEARCH**)
- 9 He's been on ..... benefits since he lost his job six months ago. (**EMPLOY**)
- 10 In order to ..... your CV, add any references you have. (**STRONG**)

**1** Underline the correct verb form and justify its use.

- 1 Ian is looking/looks for a new job at the moment. (*an action happening around the time of speaking*)
- 2 By the end of March, Ben **will have been working/will work** as a chef for 20 years.
- 3 An au pair's work **has included/includes** some light housework.
- 4 He started working here 10 years ago but still **isn't gaining/hasn't gained** a promotion.
- 5 Allan hopes he'll **find/he'll be finding** a job with a higher salary.
- 6 By 6:00 pm, the tour guide **will have taken/will have been taking** us to all the major sights around the city.
- 7 Mara's photography course **ends/has ended** in May.
- 8 James is fed up because he **is waiting/has been waiting** for his friends for an hour.

**2** Choose the correct item.

- 1 Trains to Brighton ..... every hour.  
 A run    C are running  
 B have run                                      D will have run
- 2 Jeremy will hand in his notice as soon as he ..... a new job.  
 A will find                                      C will be finding  
 B finds    D is finding
- 3 They're stuck in traffic. They ..... their flight.  
 A 'll be missing                              C 'll have missed  
 B 're going to miss                        D 're missing
- 4 Kevin ..... to be a very sensible person.  
 A is appearing                                  C has appeared  
 B will appear                                    D appears
- 5 Helen has ..... filled in the job application.  
 A already    B so far    C yet    D ever
- 6 These bags look heavy. I ..... you carry them.  
 A 'm going to help                            C 'll help  
 B 've helped                                    D 'll have helped
- 7 The chef ..... the sauce to see if it's ready.  
 A tastes    C is tasting  
 B will have tasted                              D going to taste
- 8 Mr Burns has ..... our Summerfield offices; you can call him there.  
 A been in    C gone at  
 B gone to    D been to

**3** Fill in the correct relative pronouns or adverbs. Put commas where necessary. Write **D** (for defining), **ND** (for non-defining) and say whether the relatives can be omitted.

- 1 Sharks, **which** are nature's most powerful predators, have been the subject of many studies. (**ND, cannot be omitted**)
- 2 The staff members ..... work on the first floor have requested a new printer.
- 3 The florist's ..... Sarah works is closing down.
- 4 The position ..... you want to apply for is still open.
- 5 Lenny ..... father owns the company will be running the business in a few years.
- 6 August is the month ..... she takes her holiday leave.

#### Types of comparisons

- **(not) as + adjective/adverb + as**  
*She's as emotional as her sister.*
- **less + adjective/adverb + than**  
*John is less open-minded than Chris.*
- **the least + adjective + of/in**  
*She is the least sociable person in her family.*
- **comparative + and + comparative**  
*The weather is getting colder and colder.*
- **the + comparative ...., the + comparative**  
*The harder you train, the better you become.*

▶ see p. GR114

**4** Put the adjectives in brackets into the correct form and add any necessary words.

- 1 He didn't get the job because he was the **least qualified** (**qualified**) of all the candidates who applied for the post.
- 2 Few professionals are ..... (**brave**) as firefighters.
- 3 The more experience you have, ..... (**high**) your chances of getting the job are.
- 4 Lyn thinks that working as a sales assistant is ..... (**rewarding**) working as a gardener.
- 5 Now that she's been in the company for a month, her work is becoming ..... (**easy**) for her to do.
- 6 As an artist, Ethan isn't as ..... (**talented**) his brother.

# Grammar Revision

# 1

## (Module 1)

### 1 Use the words below to make sentences. Use all of the words without changing their form.

- 1 good/usually/he/in/mood/is/a  
*He is usually in a good mood.*
- 2 never/late/Julie/been/work/for/has  
.....
- 3 outdoors/works/he/summer/sometimes/in  
.....
- 4 colleagues/goes/often/she/out/her/with  
.....
- 5 pressure/always/work/under/l/able/am/to  
.....

### 2 Put the verbs in brackets into the correct present or future form.

- 1 A: I'll come by your office at 11:00.  
B: OK. I'll be finishing (**finish**) my meeting at that time so you may have to wait for me.
- 2 A: Are you busy at the moment?  
B: Not really. I ..... (**just/watch**) TV.
- 3 A: Have you heard? Jacob got the promotion.  
B: I ..... (**not/believe**) it!
- 4 A: Sandra is so big-headed!  
B: I know. She ..... (**constantly/say**) how clever she is.
- 5 A: There's an opening for a sales assistant at May's department store.  
B: I've seen it and I ..... (**apply**) for it.
- 6 A: Shall I pick you up at 6:00?  
B: No, I ..... (**not/finish**) my work by then.

### 3 Join the following sentences using *relatives*. Make changes if necessary.

- 1 That's the new office block. I work there.  
*That's the new office block where I work.*
- 2 He's the young man. His father runs the company.  
.....
- 3 This is Tom. He works on the first floor.  
.....
- 4 These books are mine. Many of them are rare.  
.....
- 5 There are twenty people working here. Many of them are Spanish.  
.....

### 4

#### MATURA PRACTICE R

Complete the following sentences. The meaning should be the same as that of the sentence above.

- 1 I started writing this report at 8:00 am.  
I've *been writing this report* since 8:00 am.
- 2 Greg works harder than Chris.  
Chris doesn't ..... Greg.
- 3 She has decided to take the job abroad.  
She is ..... the job abroad.
- 4 There's no one less cooperative than Elaine at the office.  
Elaine is ..... at the office.
- 5 Good jobs are becoming increasingly hard to find.  
It's becoming ..... find good jobs.
- 6 They moved to Rome three years ago.  
They have ..... for three years.

### Grammar in Focus

Read the sentences below and think of the word which best fits each gap. Use only one word in each gap.

- 1 Emma has applied ..... several jobs and is waiting to hear back from any potential employers.
- 2 Erin plans to become a doctor and specialise ..... plastic surgery.
- 3 The experiment gave the students further insight ..... how rainbows are formed.
- 4 When I was on holiday, I not only visited Buckingham Palace, ..... also the Tower of London.
- 5 After many months of talking about it, my dad finally got round to converting the spare room ..... a study.
- 6 I don't know ..... or not we have enough fuel in the car to make it to the nearest petrol station.
- 7 Jane was woken up ..... a loud bang in the street last night.
- 8 My friend Alex claims to ..... met the Queen, but I don't believe him.
- 9 Allison tried on many dresses, but none seemed to be exactly ..... she was looking for.
- 10 The student, ..... he was asked by the teacher, explained why he hadn't finished the essay.

**Multiple choice***Preparing for the matura exam*

- 1** a) Read the question stem and choices (A-D). Underline the key words.

In Tim's previous employment he was

- A responsible for many people. C disappointed with the salary.  
B working from home. D travelling frequently to see clients.

- b) Now read the script. Pay attention to the underlined words/phrases. Answer the question in 1a.**

**Amy:** Our next caller is Tim. Welcome to the show, Tim. Tell us why you decided to start your own business?

**Tim:** Thanks. Well, my last job was really stressful. I was with a large company managing a large sales team. Don't get me wrong, the pay was good and the work challenging but now I no longer have to head to an office, I just wake up and my office is right there. I usually work in the morning and see customers in the afternoon. I like the freedom of making my own schedule.

**STUDY SKILLS**

Read the statements and the possible answers. Underline the key words. Listen for how the key words are paraphrased in the recording. Listen carefully as all options are mentioned in the recordings. Confirm your answers in the second listening.

- 2 MATURA TASK R** You are going to listen to an interview.

Listen and choose the correct answer.

- 1 Last summer Steven  
A went to Somerset on holiday. C had a job for ten weeks.  
B was studying at university. D attended a camp.
- 2 The woman  
A criticises Steven's lack of punctuality.  
B tells Steven about the importance of patience.  
C doesn't believe Steven is persistent.  
D is impressed by Steven's energy.
- 3 The interviewer tells Steven that he  
A needs to work on every weekend.  
B may work for a different number of hours each week.  
C will receive a work schedule when he starts.  
D can negotiate his work hours with his colleagues.
- 4 At the centre it is compulsory for the children to  
A help with the cleaning. C pay a membership fee.  
B play in one of the teams. D spend two hours a week there.
- 5 Steven is talking to the woman because he  
A wants to join a sports centre.  
B is looking for a job.  
C wants to volunteer as a coach.  
D is writing a newspaper article about the centre.

**Multiple matching***Preparing for the matura exam*

- 3** Read the text. Which sentence (A-C) matches what the speaker says? Use the underlined words/phrases to help you.

Last week I had an interview for the job of my dreams. I was so nervous about it that I spent all night organising my CV and cover letter. I picked out my outfit and tried it on to make sure I looked professional. I researched the company beforehand and even left my flat two hours early to avoid traffic. In the end it all paid off, the interview went fantastic and I got the job!

- A Dressing smartly gave me the confidence I needed.  
B I studied the company to understand my potential position.  
C Being ready in advance is what helped me get the job.

**STUDY SKILLS**

In this task all of the four speakers will speak about the same topic. For this reason, you may hear the same or similar words in many of the recordings. Be careful not to listen for single words and instead, focus on the entire recording.

- 4 Matura Task P** Listen

and match the statements (A-E) to the speakers (1-4). There is one extra statement you do not need.

This speaker

- A talks about how they manage a job and other obligations.  
B encourages others to find a job they enjoy.  
C compares two different types of work.  
D describes how an education can make a difference.  
E explains the benefits of having a job you like.

1	2	3	4

# Speaking skills

1e

## Decision based on pictures

### Preparing for the matura exam

- 1 Look at the pictures and read the text. Fill in the gaps with the correct word from the list.

• also • between • overall • better



If I was offered a choice 1) ..... working as a shop assistant and working as a delivery person, I think I'd probably opt for the shop assistant job. I believe that it's a(n) 2) ..... choice because you would have more chances to speak to people as a shop assistant and when you work in a shop you get a discount on what the shop sells. I wouldn't want to take a job working as a delivery person because it involves driving and being out in all weathers. 3) ....., I don't think being a delivery person pays very well. 4) ....., a shop assistant is definitely the most suitable job for me.

## STUDY SKILLS

In this speaking task students are presented with two or three pictures based on a particular topic. Students have to pick one picture, justify their choice, and give reasons why they rejected the other(s). Afterwards, they are asked two questions related to the topic. To do the task, read the rubric carefully to familiarise yourself with the content of the task. Look carefully at the pictures and form an opinion thinking of the pros and cons of each option. Justify your decision and give reasons why you reject the other options.

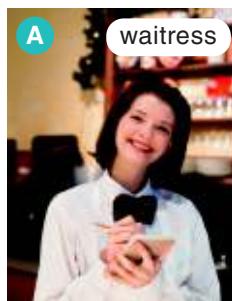
### Expressing opinion

Suggesting	Disagreeing
<ul style="list-style-type: none"><li>• In my opinion, it would be better ...</li><li>• The best choice for me is ...</li><li>• Personally, I think ...</li></ul>	<ul style="list-style-type: none"><li>• However, ...</li><li>• On the contrary, ...</li><li>• On the other hand, ...</li></ul>

- 2 a) **MATURA PRACTICE** Read the rubric and use the model answer from Ex. 1 and the Useful Language box above to help you do the task.

Look at pictures 1, 2 and 3. You've decided to apply for a part-time job for the summer.

- Choose the job which, in your opinion, would be the best choice for you, and give reasons.
- Explain why you rejected the other two jobs.



- b) Answer two of the following questions.

- 1 What is your ideal job? Why?
- 2 What qualities would you need for your ideal job?
- 3 Do you think that teenagers should have part-time jobs? Why/Why not?
- 4 Can you think of ways to prepare students for the workforce?



- 3 **MATURA PRACTICE** Choose the correct response.

- X: Please, have a seat.  
Y: a Right away. b Thank you.
- X: I'm Sally Brown.  
Y: a Nice to meet you, Sally.  
b I'll be in touch.
- X: Do you have any relevant experience?  
Y: a Not really. b I see.
- X: When can you start?  
Y: a I hope to hear from you soon.  
b Right away.

**1** Read the rubric, then the model. Complete the gaps with the phrases below.

You have seen the following job advertisement in the New Glasgow Evening News.

**WANTED**

Part-time check-out clerk for summer work in local supermarket, *Bob's Bargain Market*.

**Apply in writing to Bob's Bargain Market, 54 Regent's Way, Glasgow.**

Write a **letter** (200-250 words) applying for the job and explaining why you feel you would be suitable.

- I have no experience of
- I am available for an interview
- I am writing to apply
- I believe I would be suitable
- I can be contacted by telephone on
- I have a good command of
- I thank you for your time
- I would be grateful if you
- I would describe myself as

Bob's Bargain Market  
54 Regent's Way  
Glasgow

Dear Sir/Madam,

With regard to your advertisement in the New Glasgow Evening News, 1) ..... for the position of part-time check-out clerk.

At the moment, I am a final year student at Sivewright Academy and I will be completing my secondary studies in May. I am looking for a position for the summer holidays.

2) ..... for this position for several reasons. Firstly, even though 3) ..... working in a shop, I am good with money and have always received high marks in mathematics. Secondly, 4) ..... both English and French which I feel would be an asset when communicating with customers. Finally, 5) ..... hardworking, patient and well-mannered. I work well both individually and as part of a team and I believe I would be a worthwhile addition to your staff.

6) ..... would look at the references I have included with this letter. Please do not hesitate to contact me if you require any further information. 7) ..... 222-8765 and 8) ..... at your convenience.

9) ..... and look forward to hearing from you.

Yours faithfully,  
Pam Greer

**2** Put the words in order to form complete sentences, as in the example.

- 1 have no experience – but/learn very quickly  
*I have no experience, but I learn very quickly.*
- 2 describe myself as – punctual/decisive/hardworking .....  
.....
- 3 write to apply – position/part-time shop assistant .....  
.....
- 4 be contacted – by phone/on 453-9735/by email/reta@softmail.com .....  
.....
- 5 be grateful – if/look at/reference/included/from previous employer .....  
.....

**3**

**MATURA TASK**

**R** Read the rubric, then make notes about yourself under the headings.

You have seen the following job advertisement on the notice board at your college and you want to apply for the post.

**WANTED**

Part-time waiter/waitress wanted for summer work in a popular beach café, *By-the-Sea*.

**Apply in writing to By-the-Sea, 263 Promenade Avenue, Blackpool.**

Write a **letter** (200-250 words) applying for the job and explaining why you feel you would be suitable.

**Present circumstances**

**Qualifications/Experience**

**Character**

**4**

Use your notes from Ex. 3 and the plan below to write your letter.

**Plan**

Dear Sir/Madam,  
**Introduction**

(Para 1) formal greeting, reason for writing, where post was advertised

**Main Body**

(Para 2) present circumstances

(Para 3) qualifications/experience/character

**Conclusion**

(Para 4) when available for interview, contact details  
Yours faithfully + (your full name)

## STUDY SKILLS

## Text completion

## Preparing for the matura exam

- 1** Read the extract. Use the underlined words to help you choose the sentence A or B that best completes the gap.

As a travel writer, it's my job to write about interesting places. It also gives me the opportunity to visit some of the most interesting destinations in the world ..... I'm reporting on the people here and how they survive the harsh winters. Every day brings a new experience and I really enjoy sharing it with my readers.

- A There I write about unusual people and their lifestyles.
- B At the moment, I'm in a town in the snowy Himalaya Mountains.

**2**

**MATURA TASK** **R** Read the text, out of which four sentences have been removed. Fill in the gaps (1-4) with the letters indicating the missing sentences (A-E) to get a logical and coherent text. One sentence is extra and does not match any of the gaps.

- A About 40% saw themselves getting a laptop from their future employers.
- B A separate survey has revealed teenagers' faith in IT to help them to perform work related tasks.
- C The most recent results suggest that work is of less importance to the young people of today than the youth of the past.
- D However, most young people today expect on-the-job training.
- E The next most popular choice was engineering.

Read through the text to get a general idea of what it is about. When choosing a sentence to fill the gap, always look **before** and **after** the gap. Look for key words/phrases that connect sentences e.g. linkers (*Despite that, Because, But, etc*), time adverbials (*When, Afterwards, Later, etc*), pronouns (*He, She, It, etc*), demonstratives (*This, That, Those, etc*) etc. Read through the completed text to check if it makes sense and it is grammatically correct.

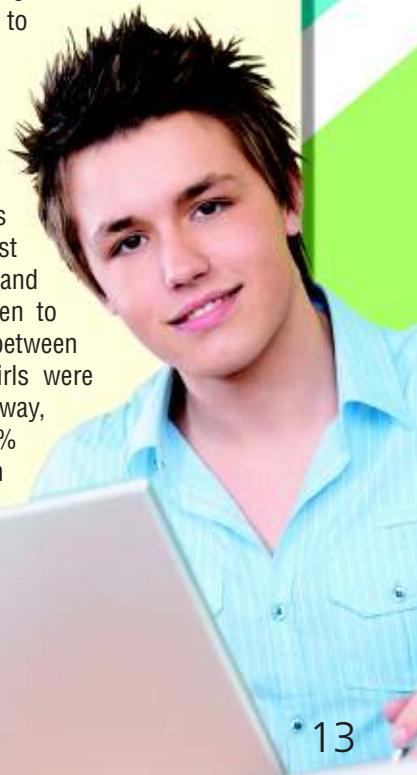
## HOW DO TEENAGERS SEE THEIR FUTURE WORKING LIVES?

In a fast-changing world, what are young people's hopes and expectations for their careers? The answer, according to a study that spans the generations, seems to be less busy but more satisfying working lives than their parents'.

Thousands of American students have been questioned about their attitudes for the Monitoring the Future survey every 15 years since the 1970s. **1** This is because they value leisure time more. The number of young people who said it was "very important" to have a job with more than two weeks' paid holiday in the 2000s was double the number who said so in the 1970s. Three quarters of people born in the 1950s and 1960s said they expected work to be a central part of their lives, but only 63% of people born 30 decades later said the same. There was a higher percentage, however, of people who wanted to have a creative job in the 2000s – 41%, as opposed to 36% of the 1970s participants.

**2** In 2011 around 300 British and American 16 to 18-year-olds were questioned about what technology they expect their future employers to provide them with. About 70% agreed that a smartphone would make it easier to do their work – and a quarter said they expected one to come with their job. **3** Perhaps more surprisingly, nearly half expected to use Facebook for communicating with their colleagues, and nearly 10% expected to use it to deal with their bosses.

So what exactly would these creative, technosavvy teenagers like to do for a living? A recent survey of American teenagers found that the arts and medicine were the most popular career paths, with 17% of teenagers expressing an interest in each. **4** The least popular career choices included science (9%) and business (8%). Despite all careers being open to both sexes in the US, differences remain between boys' and girls' aspirations. A quarter of girls were interested in working in healthcare in some way, compared with only 9% of boys, while only 4% of girls wanted to be engineers, compared with 25% of boys.



## Multiple choice cloze text

### Preparing for the matura exam

- 1** Choose the correct word. Do the sentences test grammar (G) or lexis (L)? Which words helped you decide?

- 1 By summer, Bill will ..... as a school teacher for ten years.  
A work      B be working      C have worked
- 2 I ..... very late for work today.  
A arrived      B reached      C entered
- 3 You must ..... your career carefully.  
A decide      B choose      C prefer
- 4 The staff meeting is ..... Wednesday.  
A in      B at      C on

## STUDY SKILLS

Read the text, then the options. Decide what each gap tests: grammar or lexis. Choose the best option. Pay attention to the words before and after each gap. They will help you do the task.

- 2** **MATURA TASK** **P** Read the text. Out of the given answers, choose the appropriate one to get a logical and grammatically correct text. Circle the letter A, B or C.

## A Successful Interview

Interviews can be a very tense experience for all of us. It is 1) ..... important to be well prepared and to follow some of the following guidelines.



First of all, it's essential to do some planning before your interview like 2) ..... the company's website to understand some of the products or services it provides.

It is also a good idea to prepare a few answers to questions that might be 3) ..... , such as what your main strengths and weaknesses are. On the day of the interview, it's wise to dress in smart clothes and to be on 4) ..... . This shows the interviewer that you're a responsible person. Finally, when answering the interviewer's questions, remember to speak 5) ..... confidence as this will help you to have an effective interview. Good luck!

- |              |             |             |
|--------------|-------------|-------------|
| 1 A however  | B therefore | C although  |
| 2 A visit    | B visiting  | C to visit  |
| 3 A said     | B asked     | C requested |
| 4 A schedule | B program   | C time      |
| 5 A with     | B by        | C in        |

## Open cloze text

### Preparing for the matura exam

- 3** a) Read the sentences. Underline what types of words are missing in each sentence.

- 1 When it comes to careers, what you choose to do ..... a living is very important. **preposition/verb**
- 2 I ..... up to anyone who takes their job seriously. **noun/verb**
- 3 Most people spend the majority of ..... time at work. **possessive adjective/pronoun**
- 4 Who is in ..... of the company? **noun/verb**

- b) Write the correct word in each gap.

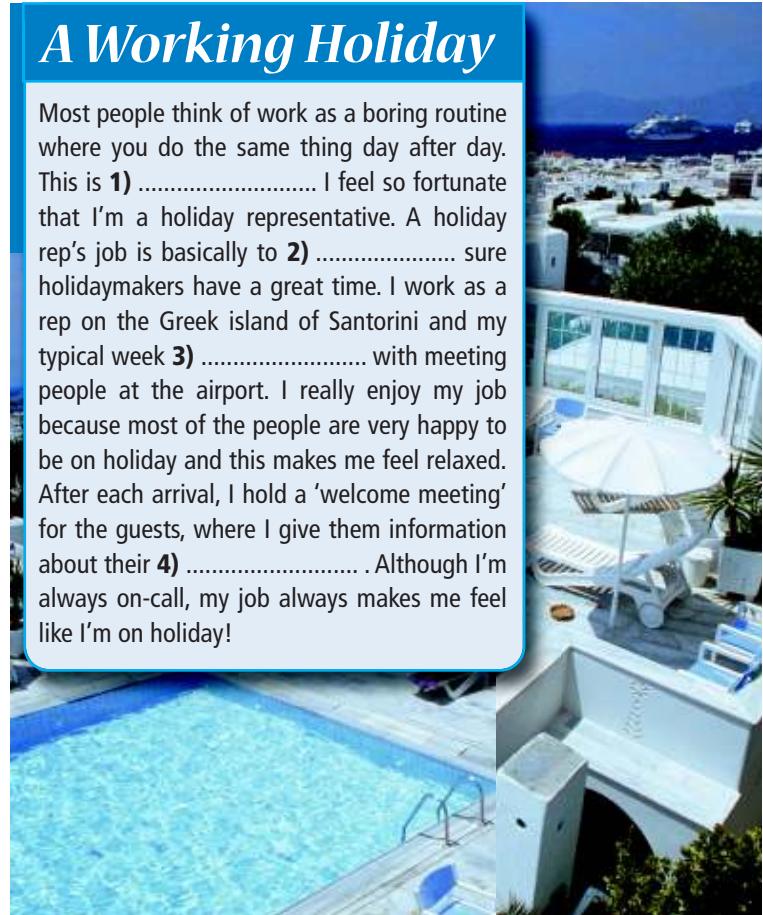
## STUDY SKILLS

Read the whole text for general meaning. Identify what kind of word is missing (noun, verb, modal etc.). Decide which word best completes the sentence. Read the text again to see if it makes sense and is grammatically correct.

- 4** **MATURA TASK** **R** Read the text. Fill in each gap (1-4) with one word to get a coherent and logical text.

## A Working Holiday

Most people think of work as a boring routine where you do the same thing day after day. This is 1) ..... I feel so fortunate that I'm a holiday representative. A holiday rep's job is basically to 2) ..... sure holidaymakers have a great time. I work as a rep on the Greek island of Santorini and my typical week 3) ..... with meeting people at the airport. I really enjoy my job because most of the people are very happy to be on holiday and this makes me feel relaxed. After each arrival, I hold a 'welcome meeting' for the guests, where I give them information about their 4) ..... . Although I'm always on-call, my job always makes me feel like I'm on holiday!



**Grammar****5 Choose the correct item.**

- 1 Carlos was afraid the other kids would laugh ..... him because he couldn't speak English.  
**A** to      **B** in      **C** of      **D** at
- 2 Is Heather ..... the hotel reservations for us?  
**A** to be made      **C** being made  
**B** going to make      **D** to be making
- 3 The lecture was so boring that John could hardly keep himself ..... falling asleep.  
**A** from      **B** to      **C** in      **D** of
- 4 The minimum ..... for the post was a degree in education.  
**A** required      **C** require  
**B** requiring      **D** requirement
- 5 I'm not completely ..... with the way the hairdresser styled my hair.  
**A** satisfaction      **C** satisfying  
**B** satisfied      **D** satisfyingly
- 6 He can borrow this CD ..... he gives it back to me by Thursday.  
**A** provided      **C** as long  
**B** in case      **D** unless
- 7 Would you happen to know what time .....?  
**A** does the bus arrive      **C** the bus arrives  
**B** arrives the bus      **D** is arriving the bus
- 8 'I'm not looking forward to taking our exams.'  
'.....'  
**A** Neither do I      **C** So do I  
**B** Neither am I      **D** So am I
- 9 I think I'll take Jenny out to dinner ..... meeting her for coffee.  
**A** alternatively      **C** in place of  
**B** rather      **D** instead of
- 10 'Where's the new mall?' 'It's a little ..... to the north.'  
**A** further      **C** farthest  
**B** furthest      **D** far
- 11 Bob's bicycle is exactly the same ..... mine!  
**A** as      **C** like  
**B** with      **D** to
- 12 'Did you mail my letters?' 'Actually, I ..... it.'  
**A** forgot doing      **C** forget  
**B** had forgotten      **D** forgot to do
- 13 Taking the bus is ..... cheaper than taking a taxi.  
**A** doubtful      **C** undoubtedly  
**B** doubtfully      **D** doubt

**Vocabulary****6 Choose the correct item.**

- 1 I think it's safer to go on a package ..... than make my own travel arrangements.  
**A** travel      **C** journey  
**B** holiday      **D** cruise
- 2 The wind was blowing so hard that we found it impossible to ..... our tent.  
**A** raise      **C** build  
**B** put up      **D** make up
- 3 One of the most difficult decisions young adults face is what to do for a(n) ..... .  
**A** work      **C** lifestyle  
**B** existence      **D** living
- 4 Ben won first ..... in the art competition.  
**A** medal      **C** prize  
**B** reward      **D** benefit
- 5 No one won the match; the final result was a(n) ..... .  
**A** draw      **C** score  
**B** equal      **D** drawing
- 6 "I wouldn't buy that dress if I were you; it isn't in ......"  
"You're right, it probably doesn't suit me either."  
**A** mode      **C** fashion  
**B** style      **D** trend
- 7 Tracy went shopping at the weekend and bought a new ..... for the Christmas party.  
**A** outfit      **C** suit  
**B** cloth      **D** clothing
- 8 If you work at a reception desk, you can't get ..... wearing casual clothes.  
**A** into      **C** round to  
**B** out of      **D** away with
- 9 Unfortunately, the house we looked at had a very small kitchen with a gas ..... .  
**A** cook      **C** cooking  
**B** cookery      **D** cooker
- 10 Most tourist buses in London are ..... so you can see the sights as the bus tours the city.  
**A** double deck      **C** double-deckers  
**B** double decked      **D** double-decks
- 11 Henry's car ..... off the icy road and crashed into a lamp post.  
**A** hit      **C** skidded  
**B** crashed      **D** collided
- 12 I love going to that Italian restaurant; they serve large ..... .  
**A** dishes      **C** serves  
**B** plates      **D** portions

## Rozumienie ze słuchu

### Dobieranie

#### Preparing for the matura exam

- 1** a) Read the audio script. Use the underlined words to match the statements (A-B) to the people (1-2).

**Amy:** So George, what are you planning to do when you finish school?  
**George:** Well, Amy, my parents want me to go to college but I'm not so sure.

**Amy:** Oh why?

**George:** I wouldn't mind getting a job. I think working can lead to more opportunities than going to college. Employers these days are looking for more than just a college degree.

**Amy:** Perhaps, but college offers more opportunities for jobs. Personally, I think it would be great to study somewhere far away and live in a student residence.

**George:** That would be fun. The important thing is for us to really research all our options.

**Amy:** Yes, you're right about that.

People
1 <input type="checkbox"/> Amy
2 <input type="checkbox"/> George

- A I think work experience is more important than studying when finding a job.  
B I would really like to go to a college away from home.  
b) Which person is expressing an: *opinion? interest?*

#### Exam Tip

Przeczytaj pytania i podkreśl w nich słowa kluczowe. Te właśnie słowa odnoszą się do informacji, które należy wychwycić w nagraniu. Słuchając, szukaj wyrazów/wyrażeń, które mają takie samo znaczenie jak podkreślone słowa. Następnie określ, która z osób je wypowiada.

**2**

#### MATURA TASK P Usłyszysz dwukrotnie rozmowę

Liz i Kevina na temat podrózowania. Odpowiedz na pytania 1–5 zgodnie z treścią nagrania. Zaznacz znakiem X odpowiednią rubrykę w tabeli (L – Liz, K – Kevin).

Which person	L	K
1 bought a ticket to travel abroad?		
2 thinks that taking time off school might be unfavourable?		
3 believes that travelling is worth the money?		
4 compares travelling abroad to a fancy holiday?		
5 expresses interest in going abroad to study?		

## Rozumienie tekstów pisanych

### Dobieranie

#### Preparing for the matura exam

- 3** Read the headings. Decide which of the words below the headings best paraphrase the underlined words.

A Saved by Fire Squad

B All Tied Up

- rescued • flame • caught
- survive • blaze • suspended

- 4** Read the paragraph below and decide which heading from Ex. 1 best matches it. Underline the words that helped you decide.

Famous trapeze artist Patricia Swan spent hours suspended in mid air when her harness malfunctioned at a live show. She claims to have kept extremely still in order to remain seated safely so high off the ground. Her rescuers were a team of firefighters. They were effective and quick in retrieving Swan, while members of the audience applauded the heroes.

#### Exam Tip

Przeczytaj tekst i podkreśl w nim słowa kluczowe. Pomyśl, o czym jest każda część tekstu. Następnie przeczytaj podane nagłówki i dopasuj występujące w nich wyrazy do słów podkreślonych w tekście.

**5**

**MATURA TASK P** Przeczytaj tekst. Dobierz właściwy nagłówek (A–F) do każdej z oznaczonych części tekstu (1–4). Wpisz odpowiednią literę w każdą kratkę. Dwa nagłówki zostały podane dodatkowo i nie pasują do żadnej części tekstu.

- |                              |
|------------------------------|
| A Strengths and Weaknesses   |
| B A Strong CV                |
| C Detailed Documents at Hand |
| D Choosing a College         |
| E The Right Career for Me    |
| F More Studying Ahead        |

## LIFE AFTER HIGH SCHOOL Tips and tricks for after you graduate

**1**

It is important to find employment that is the right fit for you. If you don't like the outdoors, then a job spent mostly in nature might not be for you. Your job is likely to play a major role in your life, so choosing the right one could be the deciding factor in your overall satisfaction.

**2**

Many students realise that graduation day isn't the end of their educational studies. These individuals should consider that perhaps the workforce isn't the only option. College, university or adult classes might be the best ways for you to continue the pursuit of knowledge in subjects that you enjoy.

**3**

What are you good at? Few students think of this simple question. No one is skilled at everything, but everyone is talented in something. If you're a great writer, then perhaps look into a job that involves writing. And always keep in mind that improvements in areas that you find difficult are endless.

**4**

Nothing makes the job application process easier than having all of your paperwork organised. Even if your career path remains unknown, it is important to have your CV, references, cover letters and applications ready. Having these papers ready will make the process seem effortless and might even help you to decide what career path best suits you.

## Znajomość środków językowych

### Wybór wielokrotny

### Uzupełnianie luk w dwóch zdaniach

### Preparing for the matura exam

**6**

a) Read the sentences 1 and 2. Then underline the correct meaning of each sentence in A and B.

- 1 He's a very ..... guy, I'm sure he will be successful.
- 2 It's far too ..... in here, can you turn down the lights?

- A Sentence 1 describes **someone's mental ability**/describes **someone's physical appearance**
- B Sentence 2 describes **the impressiveness of a room**/describes **the lighting in a room**

b) Read the dictionary entries for the following words. Choose the word that correctly completes the gap in both sentences 1 and 2.

**smart** = showing mental alertness  
**smart** = elegant and stylish  
**bright** = able to learn easily  
**bright** = having lots of light  
**brilliant** = showing unusually impressive intelligence

**A smart**

**B brilliant**

**C bright**

**7**

### Matura Task P

W zadaniach 1–5 wybierz wyraz, który poprawnie uzupełnia luki w obydwiu zdaniach. Zakreśl literę A, B albo C.

- 1 You're a hard worker and I have ..... hopes for your future.  
My office is ..... above the ground; it's all the way on the tenth floor!  
**A** high    **B** extreme    **C** tall
- 2 I think that I work well ..... pressure.  
You left your CV ..... my desk yesterday.  
**A** under    **B** beneath    **C** below
- 3 The project is ..... schedule, so we won't miss the deadline.  
The unemployment office is ..... Dudley Street, just past the bank.  
**A** at    **B** in    **C** on
- 4 It is not an easy ..... looking after children.  
It is your ..... to keep track of your working hours.  
**A** work    **B** career    **C** job
- 5 I have to ..... lasagna today in cooking school.  
It's hard for me to ..... eye contact during interviews.  
**A** create    **B** produce    **C** make

### Wypowiedź pisemna

### List/E-mail nieoficjalny

**8**

**Matura Task P** Przeczytaj polecenie i napisz tekst.

Dostałeś/-aś nową pracę na pół etatu. W e-mailu (80–130 słów) do kolegi z Anglii:

- napisz, jaka to praca, gdzie ją wykonujesz, jak ją dostałeś/-aś,
- przedstaw swoje obowiązki,
- opisz swoje odczucia związane z podjęciem tej pracy,
- napisz, czego spodziewasz się nauczyć, wykonując tę pracę.

### Exam Tip

Przeczytaj obydwa zdania i zastanów się nad znaczeniem każdego z nich. Z podanych słów wybierz to, które poprawnie uzupełni zarówno pierwsze, jak i drugie zdanie.

## Rozumienie ze słuchu

### Dobieranie

#### Preparing for the matura exam

- 1** a) Read the statements (A-C). Pay attention to the underlined key words.

- A My work can be very demanding.
- B I want to change my job.
- C I have just accepted a new job.

- b) Read the audioscript. Which statement (A-C) in Ex. 1a matches what the speaker says? Underline words/phrases that paraphrase the correct statement.

*I have been in my present position for some years now and I think it's time for me to look for something new. There's nothing wrong with my job but it doesn't really challenge me anymore. I feel like I have more to offer and should maybe try something different for a while.*

#### Exam Tip

W takim zadaniu usłyszysz różne osoby mówiące na ten sam temat. W kilku wypowiedziach możesz usłyszeć podobne słowa. Słuchaj uważnie, gdyż niektóre z podanych odpowiedzi mogą wydawać się parafrazą tego, co zostało powiedziane, ale w rzeczywistości nie będą to odpowiedzi poprawne.

**2**

**MATURA TASK** **R** Usłyszysz dwukrotnie cztery wypowiedzi na temat pracy.

Do każdej wypowiedzi (1–4) dopasuj odpowiadające jej zdanie (A–E). Wpisz rozwiązania do tabeli. Jedno zdanie zostało podane dodatkowo i nie pasuje do żadnej wypowiedzi.

- A I found a satisfying position by accident.
- B I haven't taken steps to get the job I want.
- C I've always wanted to work in my present job.
- D I haven't got the money to do what I want.
- E I am furthering my education to get the job I want.

1	2	3	4

## Rozumienie tekstu pisany

### Dobieranie

#### Preparing for the matura exam

- 3** Match the sentences (1–4) with the sentences (A–D) that have a similar meaning. Which words helped you decide?

- 1**  We only have short term contracts available.
- 2**  Bob is unemployed and has been for a long time.
- 3**  This position has excellent opportunities for promotion.
- 4**  My boss has decided to hire an assistant.

- A** He has not been working for a while.
- B** He is employing someone to help him.
- C** All the positions at the moment are temporary.
- D** There is a good chance of advancing in the company with this job.

#### Exam Tip

Czytając trzy teksty, pomyśl, jak sparafrasować zawarte w nich informacje. Dzięki temu łatwiej połączysz podane zdania z tekstami.

**4**

**MATURA TASK** **R** Przeczytaj trzy

ogłoszenia o pracy. Do każdego zdania (1–4) dopasuj właściwe ogłoszenie (A–C). Wpisz rozwiązania do tabeli. Jedno ogłoszenie pasuje do dwóch zdań.

- A** Do you have an outgoing personality? Are you a hard-working person who copes well under pressure? Then you may be just the person we are looking for to join our successful team working front of house at a trendy city restaurant. Located in the heart of the city centre, close to public transport, our hectic restaurant offers a challenging work environment. The right candidate will be reliable, well-mannered and have excellent teamwork skills. Experienced applicants will be preferred. Part-time and full-time positions available. Please contact Susie on 07856593645 for more information or an application form.

**B** A position has opened up for a junior gardener in our busy nursery. We are looking for a hard-working individual who enjoys working with nature. Applicants should be willing to deal with customers and work weekend shifts. All training will be provided but an appreciation of plants and flowers is a must. Some heavy lifting is involved therefore the successful applicant should be physically fit. Interested parties should contact Mr Bellows on 01454258357 or come in and meet the team.

**C** Calcast Aluminium is looking for a highly-qualified sales manager to take over our sales department. The position includes dealing face to face with both our local and international customers abroad. The successful candidate should have a proven track record in aluminium sales and excellent managerial skills. We offer a competitive salary and an expense account for business trips. Please send your CV with two recent letters of reference to Mr Clydesdale at Calcast Aluminium, 19 Institution Avenue.

	This job would suit somebody who
1	has no previous experience.
2	can work well in stressful situations.
3	is willing to travel.
4	gets on well with their colleagues.

## Znajomość środków językowych

### Zadanie z luką

5

R

**MATURA TASK** Przeczytaj tekst. Uzupełnij każdą lukę (1–4) jednym wyrazem, tak aby powstał spójny i logiczny tekst. Wymagana jest pełna poprawność gramatyczna i ortograficzna wpisywanych wyrazów.

### Writing a CV

Most job adverts ask applicants for a CV. The CV is an important document. It is the first glimpse employers will get 1) ..... you and you want to make it stand out from the rest. Therefore, you need to write a different CV for 2) ..... job you apply for. You should do some research about the job and the company and show how you are the best person for the position. You should also 3) ..... sure you address each of the points in the job advert and 4) ..... particular attention to the personality traits and experience that it asks for.

### Wypowiedź pisemna

### List formalny

6

R

**MATURA TASK** Wypowiedz się na poniższy temat. Wypowiedź powinna zawierać od 200 do 250 słów i spełniać wszystkie wymogi typowe dla formy wskazanej w poleceniu.

Zobaczyłeś/-aś poniższe ogłoszenie.

#### Shop Assistant Wanted

For evening and weekend shifts  
Applicants must be reliable, hard-working and good with money  
Send applications to Mrs McGinty,  
One Stop Shop, 15 Kent Road, Leeds.

Napisz podanie o pracę, przedstawiając odpowiednie doświadczenie zawodowe i wyjaśniając, dlaczego uważasz się za właściwego kandydata/właściwą kandydatkę.

## Check your progress

### Now I can do these in English

- talk & write about jobs and workplaces
- describe people's character/personality and appearance
- compare and contrast different jobs
- write an email about a job/write a letter of application



GOOD



VERY GOOD



EXCELLENT

### and I can do these exam tasks

Rozumienie ze słuchu:

- dobieranie

Rozumienie tekstu pisanych:

- dobieranie

Znajomość środków językowych:

- wybór wielokrotny
- zadanie z luką

Wypowiedź pisemna:

- list/e-mail nieoficjalny
- list formalny