

Unit 5

Exercise 1

Read the text below and write one word for each gap.

My First Job Interview

Last month, I had my first job interview for a part-time position at a local sports shop. I was quite nervous (1) _____ the interview because I had never done anything like it before.

The interview was arranged (2) _____ the shop manager, who asked me several questions about my experience and my interests. First, she wanted to know why I was interested (3) _____ working in the shop.

I explained that I enjoy sports and that I like helping people. She also asked me (4) _____ I had worked with customers before. I told her about my experience helping at a school event, where I had to speak to many different people.

During the interview, I tried to be confident and answer all the questions as clearly (5) _____ possible. The manager was friendly, and she gave me some information about the job, including the hours and the responsibilities.

At the end of the interview, she said that she would contact me within a week. I was very happy when she called me a few days later to tell me that I had got the job. It was a great opportunity (6) _____ me to gain experience and learn new skills.

Exercise 2

Read the cover letter below. Use the word given in CAPITALS at the end of some of the lines to form a word that fits the gap in the same line.

Dear Hiring Manager, I am writing to express my interest in the position of sales assistant advertised on your company website. I believe my skills and previous experience make me a strong (1) _____ for this role. I have always been interested in working in a customer-focused environment because I enjoy communicating with people and finding (2) _____ to their problems. During my previous job in a clothing shop, I gained valuable experience in dealing with customers and developed excellent (3) _____ skills. My manager often praised my enthusiasm and my (4) _____ to complete tasks quickly and accurately. I am also a highly (5) _____ person who enjoys learning new skills and taking on new challenges. I understand that working in retail requires patience, (6) _____ and a positive attitude. I am confident that my willingness to work hard would make me a useful member of your team. I would welcome the opportunity to discuss my application in more detail and attend an interview at your (7) _____. Thank you for considering my application. I look forward to hearing from you. Yours sincerely, Emma Wilson	APPLY SOLVE COMMUNICATE ABLE MOTIVATE FLEXIBLE CONVENIENT
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Exercise 3

Read the following text. Seven sentences have been removed from the article. Choose from the sentences A–H the one which fits each gap (1–7). There is one extra sentence which you do not need to use.

Why Are So Many Languages Disappearing?

Today, there are around 7,000 languages spoken around the world. However, experts believe that many of them could disappear before the end of this century. (1) _____. One reason is that young people often stop learning the language of their parents or grandparents. Instead, they speak a more common language at school, at work, and online.

(2) _____. As a result, fewer children grow up speaking the traditional language, and after some time it is no longer used in everyday life. When a language disappears, we lose more than just words. Languages contain stories, songs, traditions and knowledge about nature that may exist nowhere else. (3) _____. For example, some languages have many different words to describe local plants and animals. This information has been collected over hundreds of years.

Fortunately, many people are trying to save endangered languages. (4) _____. Some schools now teach local languages, while community groups organise classes for both children and adults.

Technology is also helping. (5) _____. People can record conversations, create online dictionaries and share videos in their own language. This makes it easier for younger generations to learn.

However, saving a language is not always easy. (6) _____. If only a few elderly people still speak it, there may not be enough teachers to pass it on to children. Even so, many experts believe there is still hope.

(7) _____. Every language that survives helps to keep a unique culture and history alive for future generations.

- A. They also include important information about the environment.
- B. In many places, families begin using the national language at home.
- C. Every two weeks, one language is thought to die out.
- D. Many projects now use books, apps and websites to support learning.
- E. The process can be difficult when there are very few speakers left.
- F. If communities work together; they can keep their language alive.
- G. Most people prefer learning two or three foreign languages.
- H. In some countries, speaking a minority language was once discouraged.