

UNIT 5

C1.1

1. For questions 1-10, read the text below and decide which answer (A, B, or C) best fits in each gap.

Whether you are a CEO or entry-level employee, getting (1) _____ with others is paramount to success and your career is no exception to this rule. While tenacity, hard work, intelligence and making the right decisions are (2) _____ significant factors in the equation to achievement, interpersonal relationships can (3) _____ make an individual's career manageable and more lucrative or set up unnecessary barriers to getting what you desire.

Understand that winning anyone to your way of thinking is an art, and that winning doesn't happen overnight, nor is it easy. Rather, building cohesive professional relationships and becoming more persuasive (4) _____ practice and patience, and can prove especially tiring when there are burdensome co-workers in the equation.

Recognizing the importance that agreeable relationships hold in one's job (5) _____ just the first step – executing is the second. (6) _____ all job situations and human beings are unique; there are some universal ways to ensure that you increase the trust level, cooperation, friendliness and effectiveness of those around you at the office. There are some ways to do (7) _____.

The first step is to have a second perspective. Second, it's important to express appreciation. Third, it's essential to know that respect and praise beat confrontation. You should also think (8) _____ pros and cons, benefits and disadvantages. And last, but not least, interest them by being interested.

The most successful people know how to (9) _____ with all types of personalities at all the different levels of business. Drive and intelligence come up short without the cooperation of others. Your most difficult co-workers can become your most important professional alliances (10) _____ you approach them correctly.

Article adapted from PersonalBrandingBlog.com

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| 1. a) up | b) through | c) along |
| 2. a) all | b) every | c) whole |
| 3. a) only | b) whether | c) either |

- | | | |
|---------------|-------------|------------|
| 4. a) gets | b) makes | c) takes |
| 5. a) is | b) has | c) does |
| 6. a) while | b) moreover | c) also |
| 7. a) such | b) so | c) too |
| 8. a) in | b) of | c) on |
| 9. a) deal | b) handle | c) manage |
| 10. a) unless | b) if | c) whether |

2. Use the present, past or present perfect participles to complete the participle clauses of the following sentences.

- 1- _____(search) for her favourite dress, she dug through the entire wardrobe.
- 2- _____(prepare) by the head chef himself, the dinner will be absolutely delicious.
- 3- _____(whistle) a song, he set off on his morning walk.
- 4- _____(find) a space, we parked the car.
- 5- _____(blind) by the sun, the driver didn't see the stop sign.
- 6- _____(leave) the party too early, we didn't get any cake.
- 7- _____(sit) in the shade, we ate the sandwiches.
- 8- _____(sing) by her, every song sounds amazing.
- 9- _____(finish) her phone call, she went back to work.
- 10- _____(run) to the bus stop, she fell over and hurt her knee.

3. Complete the sentences with the correct idiom from the box.

make eye contact cut off overhear have a row talk back get hold of
speak up keep in touch

- 1- As soon as I _____ Mary, I'll tell her the good news.
- 2- In a job interview, it is important to _____. That shows your interest and confidence.
- 3- You'd better _____ about the problem. Otherwise, he'll never find out what is wrong.
- 4- Sorry to ____ you _____, but what you are saying is nonsense.
- 5- Tim _____ with his friends by Facebook. Most of them are away and that's the only way.
- 6- Sometimes we _____ conversations in the bus stop and they can be really funny.
- 7- I _____ with my sister yesterday, but this morning we talked calmly and everything's fine now.
- 8- Parents should teach their children not to _____. That's a disrespectful attitude.

4. For questions 1 to 8 read the text below and think of the word which best fits each gap. Use only one word in each gap. There is an example at the beginning.

Example (0) that

Many parents recognize (0) ____ their children often see themselves (1) ____ the centre of the universe, but children also demonstrate a wonderful ability to imagine and relate. Even infants show (2) ____ innate capacity to attune to the feelings of other infants. Children seem to (3) ____ naturally inclined to empathize with peers (4) ____ have been bullied or are upset. By and (5) _____, children are as aware of (6) ____ social environment as they are egocentric.

Whereas adults can access the media to learn about the world, very young children's learning tends to be confined to their playmates and their classmates. It's (7) ____ to parents and teachers to help children understand the similarities and differences across cultures and among people of varying levels and abilities, backgrounds and family types. Social awareness helps children to understand their place in the world at a crucial stage as they develop their values and attitudes (8) ____ others.

Article adapted from Leapfrog.com.