ТЕСТИ ДЛЯ КОНТРОЛЮ ЗНАНЬ ЛЕКСИЧНОГО МАТЕРІАЛУ

Test #1 "Applying for a Job"

*I. Look at the pairs of words and expressions in **bold** and decide which one is best in each situation. In some cases, both words are correct. Underline the correct answer.*

If somebody is interested in the job, they are asked to send their **curriculum vitae/ résumé** (which should give details of their education and any skills or interests relevant for the job they are applying for). This should be accompanied by a **cover/ covering** letter which should explain briefly why they are applying for the job and why they think they would be **suiting / suitable** for it. They might be asked to **fill in/ fill out** an **application/ applicant** form and **submit/ send** it to the company. The managers of the company will read these and then make a **short-list/ small-list** of the people they would like to attend an **interrogation/ interview**. At the same time, they will **reject / turn down** those who they feel are unsuitable.

II. Choose the best word or phrase to complete the gaps in the sentences below.

1. Provide the names of two _____.
a) referees   b) referrals   c) references
2. What is your current _____?
a) job title   b) job name   c) job function
3. Please give the name of your current or the most recent _____.
a) employee   b) employer   c) workplace
4. How did you learn about about this _____?
a) application   b) vacancy   c) vacation
5. Before you are able to get a job, you have to attend a(n) _____. If you do well in it, they offer you the position.
a) appointment   b) arrangement   c) interview
6. I see from your _____ form that you have had three different jobs in the last 5 years.
a) apply   b) applied   c) application
7. I have good _____ skills.
a) personnel   b) interpersonal   c) personal
8. Tell us something about your _____ in the engineering industry?
a) foreground   b) background   c) history
9. Tell me a little about your _____ job (= your last job).
a) past   b) finished   c) previous