



Learn English Through
Stories.

U Series

U18

**Adapted and modified by
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Contents

Vocabulary.

Eight tests.

Business and Employment

1. Read the following letters. Find words or phrases for the definitions below.

A. JOB REFERENCE

To whom it may concern,

Diana Cole has been working for Trusty Catering Services PLC since January 2001. She was initially employed as a clerical assistant, but was promoted to office manager in June 2002. Her duties include all aspects of office administration and her organisational abilities have resulted in a dramatic increase in office efficiency. Her people skills are highly developed and she is popular with her colleagues. She has shown herself to be hardworking and trustworthy, and has risen to the challenge of a managerial position admirably. Ms Cole will be missed at Trusty Catering, but we realise that she will be better able to further her career in a larger organisation.

Paul Stevenson

Human Resources Manager.

1. tasks which are part of your job
2. organisation / management
3. other members of staff
4. get ahead
5. manager in charge of personnel

B. LETTER TO A FRIEND

Dear Sharon,

Are you still Job hunting? Well, the firm I work for is going to need someone to help out in the marketing department for a few months to cover for a woman who'll be on maternity' leave. It will only be a short-term contract, but they might keep you on if they like you. The salary isn't bad — you'd earn a bit more than you get now. If you're interested, send your CV to the personnel manager (her name's Janice Wilcox). I can have a word with her too — I'll tell her what an asset you'd be to the company!

Let me know if you decide to apply.

Lucy.

1. company
2. time taken off work while having a baby
3. temporary
4. pay
5. document giving details of your educational and professional background
6. useful and valuable person

2. WORDS EASILY CONFUSED Complete the sentences using the correct word. Make any necessary changes.

1. administer; cope; handle

- (a). Shop assistants are trained to..... difficult customers.
- (b). A new department was set up tothe building project.
- (c). Regular exercise helps mewith stress.

2. line; occupation; vocation

- (a). You must state your name, age and.....on the form.
- (b). Ruth loves nursing — she says she has found her true.....
- (c) Whatof work are you in these days?

3. efficient; effective; affectionate

(a). Chloe is a loving and..... child.

(b). The new secretary is veryat organising our schedules.

(c). The government believes that the new measures are the most way to tackle unemployment.

4. domain; field; aspect

(a). The managing director is responsible for all of the business.

(b). Professor Jarvis is considered an expert in his

(c). I can't answer technical questions about the product — that's the of the engineers.

5. leave; permit; permission

(a). You have to ask your supervisor for..... to leave work early.

(b). Foreign nationals need to have a work to be legally employed.

(c). Each employee is entitled to 20 days'per year

6. outlook; prospect; perspective

(a). The for the economy in this country is quite good.

(b). From a financial, the decision to lay off the workers was a good one.

(c). A position with a large corporation can offer good..... if you're willing to work hard.

7. significance; priority; expertise

(a). This firm must make customer service its.....

(b). The trade agreement is of great..... for this country's future.

(c). Sarah has considerable..... in international sales.

3. Choose the word that best completes the sentence.

1. He gets..... treatment because he's the manager's son.
a. competitive; b. influential; c. preferential; d. emotional
2. Young people needguidance before making decisions about what to study.
a. vocational; b. selective; c. intentional; d. commercial
3. The information that Sonia gave me was so I can't reveal anything.
a. residential; b. co-operative; c. confidential; d. occupational
4. I think going to the gym every day is twice a week is enough.
a. excessive; b. supportive; c. instructive; d. additional
5. Do you need..... permission to open a detective agency?
a. vocational; b. official; c. beneficial; d. influential
6. Doctors are hopeful that the new drugs will be effective, but the treatment is still at an..... stage.
a. educational; b. inclusive; c. inventive; d. experimental

4. Complete the sentences using the correct form of a verb from the box.

Boost; contract; diminish; enlarge; extend; swell; broaden; deteriorate; downsize; expand; shrink; widen

1. Don't wash that T-shirt at high temperatures - it will.....
2. When I twisted my knee, it wasn't too painful but it started to.....immediately.
3. At 105, it's hardly surprising that Mary's health is.....
4. The managers gave the team a bonus to..... their confidence.

5. If you heat metal, it..... ; when it cools, it.....
6. We were enjoying our holiday so much that we..... our stay by three nights.
7. That's a beautiful photo! You should..... it and have it framed!
8. Working abroad for a year was a great opportunity to..... my horizons.
9. After such heavy losses, the company's directors have no choice but to.....
10. There are plans to..... the business by opening two new shops.
11. The main road needs to be.....to cope with increased traffic.
12. Houses in the area.....in value by 20% last year.

5. Match the words and phrases in bold to their meanings.

1. When the economy does badly, it is the small businesses that **go under**.
 2. The actress was **flying high** after she won the Oscar.
 3. The company is looking to recruit **high-flying** salespeople.
 4. Our holiday plans **fell through** because Josh couldn't get leave.
 5. You often see **down-and-outs** sleeping under bridges in central London.
 6. The young novelist was unprepared for his **meteoric rise** to fame.
- a. sudden success
 - b. did not work out as planned
 - c. happy as a result of success
 - d. very poor people
 - e. go out of business
 - f. successful and determined to achieve more

6: MULTIPLE MEANINGS: apply; deal; resign.

Words can have more than one meaning or take on new meanings when they combine with different words.

Match the **words in bold** to their meanings.

1. I'll apply but I don't think I'll **get accepted**.
 2. In the laboratory, you have to **apply the theory** you have studied.
 3. Robert needs to **apply himself more** to his studies.
 4. The special offer **only applies to** people travelling together.
 5. I learnt a **great deal** on the course.
 6. I won that hand! Whose turn is it **to deal** now?
 7. How should I **deal with** angry customers?
 8. A British firm has just **made a billion dollar deal** with a French company
 9. We felt we'd been given a **raw deal**.
 10. Under pressure from the club chairman, the manager **resigned**.
 11. John **resigned himself to** a few years of low pay until he qualified.
- a. concentrate one's efforts
 - b. leave a job
 - c. unfair treatment
 - d. give out cards
 - e. put into practice
 - f. agreement
 - g. accept an unpleasant situation
 - h. formally ask for a position
 - i. handle
 - j. large amount
 - k. be valid

7. PREPOSITIONS Complete the following newspaper article with the correct prepositions.

GRADUATE JOBLESSNESS

Large numbers of young people who completed university and went out in search (1) a job last summer are still (2)..... of work. A rise (3)..... the number of graduates this year, together with cuts (4)..... graduate training schemes, have resulted in record levels (5)..... graduate unemployment this year. What can you do to make sure that you're not (6) this position when you finish your studies? Career advisors recommend working (7) nothing during the school holidays to get experience (8).....the kind (9)... work you want to do eventually. This tactic may even result (10)..... a permanent position once the firm sees what you are capable (11)..... doing.

8. IN OTHER WORDS Match the words or phrases in **bold** to their meanings.

1. It was **none of their business**. a. increased profits
2. It **won't work in practice**. b. told me what they thought of my work
3. They **boosted company earnings**. c. is not feasible
4. They **got down to business**. d. found the task difficult
5. They are **our superiors**. e. didn't concern them
6. They had **their work cut out for them**. f. offered to work unpaid
7. They **gave me detailed feedback**. g. started working
8. They **did voluntary work**. h. have higher status than us

Answers

1. A

1. tasks which are part of your job = duty
2. organisation / management = administration
3. other members of staff = colleagues
4. get ahead = further her career
5. manager in charge of personnel = human resources manager

1. B

1. company = firm
2. time taken off work while having a baby = maternity leave
3. temporary = short-term
4. pay = salary
5. document giving details of your educational and professional background = CV
6. useful and valuable person = asset

2. WORDS EASILY CONFUSED Complete the sentences using the correct word. Make any necessary changes.

1.

- (a). Shop assistants are trained to **handle** difficult customers.
- (b). A new department was set up to **administer** the building project.
- (c). Regular exercise helps me **cope** with stress.

2.

- (a). You must state your name, age and **occupation** on the form.
- (b). Ruth loves nursing — she says she has found her true **vocation**.
- (c) What **line** of work are you in these days?

3.

(a). Chloe is a loving and **affectionate** child.

(b). The new secretary is very **efficient** at organising our schedules.

(c). The government believes that the new measures are the most **effective** way to tackle unemployment.

4.

(a). The managing director is responsible for all **aspect** of the business.

(b). Professor Jarvis is considered an expert in his **field**.

(c). I can't answer technical questions about the product — that's the **domain** of the engineers.

5.

(a). You have to ask your supervisor for **permission** to leave work early.

(b). Foreign nationals need to have a work **permit** to be legally employed.

(c). Each employee is entitled to 20 days' **leave** per year

6.

(a). The **outlook** for the economy in this country is quite good.

(b). From a financial **perspective**, the decision to lay off the workers was a good one.

(c). A position with a large corporation can offer good **prospect** if you're willing to work hard.

7.

(a). This firm must make customer service its **priority**.

(b). The trade agreement is of great **significance** for this country's future.

(c). Sarah has considerable **expertise** in international sales.

3. Choose the word that best completes the sentence.

1. He gets **preferential** treatment because he's the manager's son.
2. Young people need **vocational** guidance before making decisions about what to study.
3. The information that Sonia gave me was **confidential** so I can't reveal anything.
4. I think going to the gym every day is **excessive** twice a week is enough.
5. Do you need **official** permission to open a detective agency?
6. Doctors are hopeful that the new drugs will be effective, but the treatment is still at an **experimental** stage.

4. Complete the sentences using the correct form of a verb from the box.

1. Don't wash that T-shirt at high temperatures - it will **shrink**.
2. When I twisted my knee, it wasn't too painful but it started to **swell** immediately.
3. At 105, it's hardly surprising that Mary's health is **deteriorating**.
4. The managers gave the team a bonus to **boost** their confidence.
5. If you heat metal, it **expand** ; when it cools, it **contract**.
6. We were enjoying our holiday so much that we **extended** our stay by three nights.
7. That's a beautiful photo! You should **enlarge** it and have it framed!
8. Working abroad for a year was a great opportunity to **broaden** my horizons.
Or: Working abroad for a year was a great opportunity to **expand** my horizons.
9. After such heavy losses, the company's directors have no choice but to **downsize**.
10. There are plans to **expand** the business by opening two new shops.
Or: 10. There are plans to **enlarge** the business by opening two new shops.
11. The main road needs to be **widened** to cope with increased traffic.
12. Houses in the area **diminished** in value by 20% last year.

5. Match the words and phrases in bold to their meanings.

go under = go out of business

flying high = happy as a result of success

high-flying = successful and determined to achieve more

fell through = did not work out as planned

down-and-outs = very poor people

meteoric rise = sudden success

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5. I learnt a **great deal** on the course. j. large amount
6. I won that hand! Whose turn is it **to deal** now? d. give out cards
7. How should I **deal with** angry customers? i. handle
8. A British firm has just **made a billion dollar deal** with a French company. f. agreement
9. We felt we'd been given a **raw deal**. c. unfair treatment
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11. John **resigned himself to** a few years of low pay until he qualified. g. accept an unpleasant situation

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