



Learn English Through
Stories.

U Series

U19

**Adapted and modified by
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Contents

Vocabulary.

Eight tests.

KEY WORD TRANSFORMATIONS

1. Complete the second sentence so that it has a similar meaning to the first sentence, using the word given.

1. Helena is incredibly ambitious. **DETERMINED**

Helena the top

2. Do you think Julie could manage the department? **CAPABLE**

Is Julie the department?

3. George knows that he'll never become a professional footballer. **RESIGNED**

George has a professional footballer.

4. They were about to make a deal, but they couldn't agree on the price. **FELL**

The deal a disagreement about the price.

5. He decided to change jobs because he didn't like working long hours. **COPE**

He decided to change jobs because the long working hours.

6. The factory laid off 20 workers last month. **REDUNDANT**

Twenty workers last month.

7. The best solution to the problem is to downsize the company. **EFFECTIVE**

Downsizing the company solve the problem.

8. You'll find it very difficult to finish the project on time. **CUT**

You'll have your work finishing the project on time.

2. Use the words given in the box to form a word that fits in the gap.

1. MANAGE 2. APPLY 3. PROFESSION 4. EMPLOY 5. RECRUIT
6. EFFECT 7. PRACTICE 8. ORGANISE 9. PERSON 10. COMPETE

Cook Your Way to the Top

When a vacancy for a senior (1)..... post comes up, there may be more than a thousand (2)..... so many corporations hire (3).....consultants to handle the selection process. One team in Germany uses an unusual method for putting potential (4).....to the test: they get them to cook a meal together! This way the process of (5)..... becomes a highly (6)..... one because it demonstrates how a candidate performs under pressure when faced with a (7)..... task. Human resource managers attend the sessions and assess the candidates' (8).....and communication skills. Cooking, they say, is an ideal task since it allows for (9)..... contact with those they are thinking of taking on, without creating a (10)..... environment, as participants must work together to create the menu.

3. Read the text below and decide which answer best fits each space.

WHERE MANNERS ARE THE KEY TO SUCCESS

Whatever **(1)**.....of work you're in, there's a lot to learn when you start a new job. At big Japanese companies, new employees have to undergo several weeks of formal instruction in the basics of how to behave at work. After mastering the company song, new **(2)**.....are taught everything from how to shake hands to how to hand over a cup of tea correctly. In Japan, manners play an important role in all **(3)**.....of adult life. Business has its own rules of behaviour, which must be adhered to. Business cards, for example, must be presented and received with the body held at a specific angle. Cards must be **(4)**.....respectfully as they are considered an **(5)**..... of the holder's identity. An **(6)**..... businessman, for instance, who put a card he had just **(7)**.....into his trouser pocket would cause great offence. This would seriously **(8)**..... his chances of closing a deal. Therefore, the correct gestures have to be learnt and practised.

Even after completing the training course, new employees may still find that corporate life is not easy. Workers at large Japanese firms are expected to sacrifice a great **(9)**..... for the company. They often live in company-owned accommodation with their colleagues and put in **(10)**..... hours at work. In offices, workers are not **(11)**.....to leave until their **(12)**.....have done so.

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|--------------------------|---------------------|---------------------|------------------------|
| 1. A line | B way | C route | D ladder |
| 2. A employers | B contracts | C recruits | D resources |
| 3. A perspectives | B aspects | C worlds | D sides |
| 4. A delegated | B demanded | C handled | D dealt |
| 5. A extension | B expansion | C asset | D occupation |
| 6. A innovative | B impersonal | C unemployed | D inexperienced |
| 7. A taken on | B received | C circulated | D set up |
| 8. A fall | B shrink | C downsize | D diminish |
| 9. A status | B deal | C increase | D field |
| 10. A broad | B high | C long | D great |

11. **A** clear **B** free **C** official **D** feasible
12. **A** employees **B** staff **C** prospects **D** superiors

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

TAKE CONTROL OF YOUR TIME

Busy people, whether they are mothers or executives, have to manage their time. Most people have their work **(1)**.....out for them getting everything done in 24 hours, but there **(2)**..... some useful principles of time management that can be applied **(3)**..... almost any line of **(4)**..... Planning your time not only helps you get more done, but also relieves stress **(5)**.....making you feel in control. Planning also helps you cope **(6)**..... large tasks, which will seem less daunting **(7)**..... they are broken down into the steps that **(8)** required. For instance, when writing assignments, plan **(9)**..... many hours you will need for research, writing your first draft, checking and so on. It is best to overestimate the amount of time a task will take, as **(10)** practice there will probably **(11)**..... interruptions or delays. Others **(12)** be satisfied when you meet your deadline and even more impressed if you manage to deliver the assignment early. The best plans cover all areas of your life, not just work. Typically, we **(13)**..... time with family and friends only when we **(14)**..... fulfilled our other obligations. However, including personal time in your schedule will result in a better balance **(15)**.....work and leisure.

5. Use the words given in the box to form a word that fits in the gaps.

1. SUCCEED 2. FINANCE 3. OCCUPY 4. INFLUENCE 5. MANAGER
6. PROFESSION 7. STRESS 8. EMOTION 9. ACHIEVE 10. COMPETE

Superwoman

In the 1970s, as more and more women began to pursue careers, a new icon was created: *Superwoman*. Women were told that they could (1) combine motherhood, homemaking and a career. Nowadays, when two salaries are considered a (2)..... necessity, working mothers are the norm rather than the exception. Most (3)..... are open to women today, from surgery to stockbroking, and there are many women with (4)positions in government and business. In Britain, women now hold about 25% of (5).....positions. Despite their (6) success, many women are finding the struggle to meet the demands of home and work incredibly (7)..... A recent survey revealed that most women believe that children suffer (8).....if both parents work. It seems that although women have proved that they can equal male (9)..... in the world of work, not all women are convinced that being Superwoman is worth the sacrifice. However, in today's (10).....job market, it is not easy to take time off to stay home with children.

6. Think of one word only which can be used appropriately in all three sentences.

1. A victory in this race would really..... the athlete's confidence.

Working through the exercises in this book will..... your vocabulary.

The advertising campaign helped to..... profits.

2. We've.....on a new warehouse assistant on a temporary contract.

Sales of new cars have..... a dive this season.

His career as an actor has really..... off.

3. If you successfully pass the training course, you will be offered a permanent.....

I'm thinking of applying for the..... of teaching assistant.

Many of my friends' exam results were not good enough for university, but luckily I was not in the same.....

4. There has been a..... in the number of Internet users this year.

It must be difficult to cope with a sudden..... to fame.

Employees were given a 10% payat the beginning of the financial year.

7. Choose the word or phrase that best completes the sentence.

1. The storm to be over now.

- a. has appeared b. is appearing c. appears d. is appeared

2. "You look tired." "I know, I haven't been sleeping well....."

- a. presently b. currently c. shortly d. lately

3. "Why did they stop the tennis game?" "They could see that it was...rain."

- a. due to b. going c. about to d. the point of

4. "Can we use the pool yet?" "No, it....."

- a. is still being cleaned b. isn't cleaned yet c. is yet to clean d. is still cleaning

5. "Should I phone Annie now?" "I wouldn't. Shethe baby to bed about now."

- a. is putting b. will be putting c. going to put d. will have put

6. Farmers.....a protest against falling grain prices.

- a. are to stage b. staging c. are staged d. will be staged

7. The managing director..... to lay off workers.

- a. threatens forever b. does forever threaten

- c. is forever threatening d. is threatening forever

8. "When can Chris move into her new flat?" "As soon as.....her new furniture."

- a. they will deliver b. they have delivered

- c. they are being delivered d. do they deliver

9. Josh was hired last month, and....., he's been a real asset.

- a. so far b. until c. for ages d. ever since

10. The board..... a new chairman before next month's meeting.

- a. will have been selecting b. has selected

- c. is selecting d. will have selected

11. Would it be.....to offer bonuses to staff who reach their targets?
a. inclusive b. feasible c. financial d. freelance
12. The post office has difficulty..... the volume of mail at Christmas time.
a. coping b. running c. dealing d. handling
13. The office needs.....renovation.
a. instructive b. selective c. extensive d. inventive
14. As a result of their financial problems, the company got a consultant to help them.....
a. deteriorate b. shrink c. diminish d. downsize
15. Dan wouldn't sign the contract because he felt it was.....
a. his line of work b. none of his business c. out of work d. a raw deal
16. Why doesn't Mike.....some of his work to his assistant?
a. demand b. resign c. widen d. delegate
17. I think we need to look at the problem from a different.....
a. perspective b. feedback c. administration d. workload
18. Rose gets a great deal of satisfaction from doingwork.
a. maternity b. voluntary c. affectionate d. occupational
19. Legal matters are not my — you'll have to consult a lawyer.
a. domain b. aspect c. prospect d. excess
20. The senator disapproved of his daughter's marrying a.....gardener.
a. short-term b. high-flying c. lowly d. meteoric

8. Read the passage, then select the word or phrase that best fills the blank in both meaning and grammar.

In today's business world, companies often pay other (1) to perform certain tasks or even whole projects in order to save money or time. This practice is (2)..... as outsourcing and is common in several (3).... , particularly information technology, customer services and market research.

Outsourcing is not a new phenomenon. It has been (4)..... in the manufacturing (5)..... for decades, but the 1990s saw a huge (6)..... in outsourcing in the service sector. Advances in the Internet and communications technology (7)..... it possible to assign routine tasks to workers in countries such as India, which has the largest educated English-speaking population in the world. (8).....benefit is the 12-hour time difference (9)..... India and the United States, which means that a job that is submitted at the end of America's working (10).... arrives in India early in the morning, and can be completed (11).... the American company (12).... for business again the next day.

In many (13)..... work is outsourced overseas, which results (14) financial gains as (15) are often considerably lower, not to mention the savings made by not maintaining office space. It is also more (16).... than employing staff (17)..... when there may be no need for them and there is no need to (18) on extra workers at busy times. Given the advantages, it is not surprising that business experts are predicting a huge (19) in the number of companies which regularly outsource work in the (20)..... .

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|----------------|---------------|---------------|--------------|
| 1. a. boards | b. firms | c. assets | d. posts |
| 2. a. called | b. describing | c. said | d. known |
| 3. a. fields | b. duties | c. aspects | d. levels |
| 4. a. happened | b. there | c. occurring | d. swelling |
| 5. a. sector | b. work | c. also | d. as |
| 6. a. climbing | b. result | c. delegating | d. expansion |
| 7. was | b. had | c. set | d. made |
| 8. a. another | b. this | c. first | d. great |
| 9. a. of | b. between | c. for | d. about |

- | | | | |
|---------------------|------------------|---------------|-------------------|
| 10. a. term | b. day | c. deadline | d. meeting |
| 11. a. during | b. due | c. before | d. if |
| 12. a. opens | b. starting | c. handles | d. began |
| 13. a. experience | b. effects | c. works | d. cases |
| 14. a. in | b. with | c. to | d. about |
| 15. a. salaries | b. well | c. situations | d. deadlines |
| 16. a. cooperative | b. efficient | c. ambitious | d. administrative |
| 17. a. additionally | b. abroad | c. here | d. permanently |
| 18. a. lay | b. take | c. demand | d. call |
| 19. a. deal | b. deterioration | c. rise | d. further |
| 20. a. past | b. future | c. time | d. business |

Answers

1. Complete the second sentence so that it has a similar meaning to the first sentence, using the word given.

1. Helena is incredibly ambitious.

Helena is **determined to reach** the top

2. Do you think Julie could manage the department?

Is Julie **capable of managing** the department?

3. George knows that he'll never become a professional footballer.

George has **resigned himself to never becoming** a professional footballer.

4. They were about to make a deal, but they couldn't agree on the price.

The deal **fell through over** a disagreement about the price.

5. He decided to change jobs because he didn't like working long hours.

He decided to change jobs because **he couldn't cope with** the long working hours.

6. The factory laid off 20 workers last month. **REDUNDANT**

Twenty workers **were made redundant by the factory** last month.

7. The best solution to the problem is to downsize the company.

Downsizing the company **is the most effective way to** solve the problem.

8. You'll find it very difficult to finish the project on time.

You'll have your work **cut out for you** finishing the project on time.

2. Use the words given in the box to form a word that fits in the gap.

1. MANAGE 2. APPLY 3. PROFESSION 4. EMPLOY 5. RECRUIT
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Cook Your Way to the Top

When a vacancy for a senior **managerial** post comes up, there may be more than a thousand **applicants**, so many corporations hire **professional** consultants to handle the selection process. One team in Germany uses an unusual method for putting potential **employees** to the test: they get them to cook a meal together! This way the process of **recruitment** becomes a highly **effective** one because it demonstrates how a candidate performs under pressure when faced with a **practical** task. Human resource managers attend the sessions and assess the candidates' **organisational** and communication skills. Cooking, they say, is an ideal task since it allows for **personal** contact with those they are thinking of taking on, without creating a **competitive** environment, as participants must work together to create the menu.

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Whatever **line** of work you're in, there's a lot to learn when you start a new job. At big Japanese companies, new employees have to undergo several weeks of formal instruction in the basics of how to behave at work. After mastering the company song, new **recruits** are taught everything from how to shake hands to how to hand over a cup of tea correctly. In Japan, manners play an important role in all **aspects** of adult life. Business has its own rules of behaviour, which must be adhered to. Business cards, for example, must be presented and received with the body held at a specific angle. Cards must be **handled** respectfully as they are considered an **extension** of the holder's identity. An **inexperienced** businessman, for instance, who put a card he had just **received** into his trouser pocket would cause great offence. This would seriously **diminish** his chances of closing a deal. Therefore, the correct gestures have to be learnt and practised.

Even after completing the training course, new employees may still find that corporate life is not easy. Workers at large Japanese firms are expected to sacrifice a great **deal** for the company. They often live in company-owned accommodation with their colleagues and put in **long** hours at work. In offices, workers are not **free** to leave until their **superior** have done so.

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

TAKE CONTROL OF YOUR TIME

Busy people, whether they are mothers or executives, have to manage their time. Most people have their work **cut** out for them getting everything done in 24 hours, but there **are** some useful principles of time management that can be applied **to** almost any line of **work**. Planning your time not only helps you get more done, but also relieves stress **by** making you feel in control. Planning also helps you cope **with** large tasks, which will seem less daunting **when** they are broken down into the steps that **are** required. For instance, when writing assignments, plan **how** many hours you will need for research, writing your first draft, checking and so on. It is best to overestimate the amount of time a task will take, as **in** practice there will probably **be** interruptions or delays.

Others **will** be satisfied when you meet your deadline and even more impressed if you manage to deliver the assignment early. The best plans cover all areas of your life, not just work. Typically, we **spend** time with family and friends only when we **have** fulfilled our other obligations. However, including personal time in your schedule will result in a better balance **between** work and leisure.

5. Use the words given in the box to form a word that fits in the gaps.

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Superwoman

In the 1970s, as more and more women began to pursue careers, a new icon was created: *Superwoman*. Women were told that they could **successfully** combine motherhood, homemaking and a career. Nowadays, when two salaries are considered a **financial** necessity, working mothers are the norm rather than the exception. Most **occupations** are open to women today, from surgery to stockbroking, and there are many women with **influential** positions in government and business. In Britain, women now hold about 25% of **managerial** positions. Despite their **professional** success, many women are finding the struggle to meet the demands of home and work incredibly **stressful**. A recent survey revealed that most women believe that children suffer **emotionally** if both parents work. It seems that although women have proved that they can equal male **achievements** in the world of work, not all women are convinced that being Superwoman is worth the sacrifice. However, in today's **competitive** job market, it is not easy to take time off to stay home with children.

6. Think of one word only which can be used appropriately in all three sentences.

1. A victory in this race would really **boost** the athlete's confidence.

Working through the exercises in this book will **boost** your vocabulary.

The advertising campaign helped to **boost** profits.

2. We've **taken** on a new warehouse assistant on a temporary contract.

Sales of new cars have **taken** a dive this season.

His career as an actor has really **taken** off.

3. If you successfully pass the training course, you will be offered a permanent **position**.

I'm thinking of applying for the **position** of teaching assistant.

Many of my friends' exam results were not good enough for university, but luckily I was not in the same **position**

4. There has been a **rise** in the number of Internet users this year.

It must be difficult to cope with a sudden **rise** to fame.

Employees were given a 10% pay **rise** at the beginning of the financial year.

7. Choose the word or phrase that best completes the sentence.

1. The storm **appears** to be over now.

2. "You look tired." "I know, I haven't been sleeping well **lately**"

3. "Why did they stop the tennis game?" "They could see that it was **about to** rain."

4. "Can we use the pool yet?" "No, **it is still being cleaned**"

5. "Should I phone Annie now?" "I wouldn't. She will **be putting** the baby to bed about now."

6. Farmers **are to stage** a protest against falling grain prices.

7. The managing director **is forever threatening** to lay off workers.

8. "When can Chris move into her new flat?" "As soon as **they have delivered** her new furniture."
9. Josh was hired last month, and **so far**, he's been a real asset.
10. The board **will have selected** a new chairman before next month's meeting.
11. Would it be **feasible** to offer bonuses to staff who reach their targets?
12. The post office has difficulty **handling** the volume of mail at Christmas time.
13. The office needs **extensive** renovation.
14. As a result of their financial problems, the company got a consultant to help them **downsize**.
15. Dan wouldn't sign the contract because he felt it was **a raw deal**.
16. Why doesn't Mike **delegate** some of his work to his assistant?
17. I think we need to look at the problem from a different **perspective**.
- a. b. feedback c. administration d. workload
18. Rose gets a great deal of satisfaction from doing **voluntary** work.
19. Legal matters are not my **domain** — you'll have to consult a lawyer.
20. The senator disapproved of his daughter's marrying a **lowly** gardener.

8. Read the passage, then select the word or phrase that best fills the blank in both meaning and grammar.

In today's business world, companies often pay other **firms** to perform certain tasks or even whole projects in order to save money or time. This practice is **known** as outsourcing and is common in several **fields**, particularly information technology, customer services and market research.

Outsourcing is not a new phenomenon. It has been **occurring** in the manufacturing **sector** for decades, but the 1990s saw a huge **expansion** in outsourcing in the service sector. Advances in the Internet and communications technology **made** it possible to assign routine tasks to workers in countries such as India, which has the largest educated English-speaking population in the world. **Another** benefit is the 12-hour time difference **between** India and the United States, which means that a job that is submitted at the end of America's working **day** arrives in India early in the morning, and can be completed **before** the American company **opens** for business again the next day.

In many **cases** work is outsourced overseas, which results **in** financial gains as **salaries** are often considerably lower, not to mention the savings made by not maintaining office space. It is also more **efficient** than employing staff **permanently** when there may be no need for them and there is no need to **take** on extra workers at busy times. Given the advantages, it is not surprising that business experts are predicting a huge **rise** in the number of companies which regularly outsource work in the **future**.