



گروپ:

پەش:

ناو:

Q1 : A: Complete the following conversation with the words given in the brackets  
 (yes -nine -working - the same - weekday )

A: What are the..... hours ?

B: Seven till .....

A: Is it..... every day ?

B: Every..... ,.....

B: Tick the correct column for each word according to the underlined sound .

| Words              | /g/ | /j/ | /dʒ/ |
|--------------------|-----|-----|------|
| <u>g</u> ood       |     |     |      |
| <u>j</u> uice      |     |     |      |
| <u>y</u> oung      |     |     |      |
| <u>L</u> edge      |     |     |      |
| <u>u</u> niversity |     |     |      |

Q2: Write the correct reason(s) next to the correct rule at work

(5Ms)

| You must                          | Why   |
|-----------------------------------|---|
| 1. organize files sensibly        | a. people rely on you / people need your work                 |
| 2. keep your workspace tidy       | b. people expect you / people get angry / company loses money |
| 3. go to work every day           | c. you work together / customers pay wages                    |
| 4. be punctual                    | d. so colleagues can find papers                              |
| 5. respect colleagues & customers | e. mess is rude / colleagues need space                       |

**Q3 :**

**(5Ms)**

**A: Write , whether the second sentence a reason or a new point**

- 1. A new employee must work hard . He or she usually has a lot learn in his or her new job .**
- 2. So you must always come on time . Now let's think about wages .**
- 3. Big companies want diplomas and degrees . They need knowledge .**
- 4. Employees mustn't waste time . Time is money !**
- 5. You mustn't take things from the office . Another point is critical thinking .**

**B: Listening**

**Listen and choose the correct answer**

- 1. I'm a a. sales assistant b. medical assistant . I work in a hospital .**
- 2. I'm a. an engineer b. a worker . I work on big public projects .**
- 3. I am a. a businessperson b. businessman . I work in a small company .**
- 4. In my office we make plans for towns and cities . I am a. a building worker b. an office worker**
- 5. I work as a. a waiter b. a waitress . A waiter , and sometimes a cook . I also have to wash up sometimes.**