



Class: \_\_\_\_\_ Student ID No: \_\_\_\_\_ Name: \_\_\_\_\_

**Sentence Completion**

1. Sheldon decided to \_\_\_\_\_ for the open position in the marketing department.  
(A) demote  
(B) swipe  
(C) remove  
(D) apply
2. Leonard is \_\_\_\_\_ in using various software programs.  
(A) applied  
(B) emotional  
(C) proficient  
(D) high-profile
3. After five years, Penny decided to hand in her \_\_\_\_\_ and pursue a new career.  
(A) promotion  
(B) relocation  
(C) resignation  
(D) motivation
4. Emma negotiated her \_\_\_\_\_ before accepting the job offer.  
(A) salary  
(B) fill-in  
(C) application  
(D) background
5. One's \_\_\_\_\_ is considered when making decisions about promotions.  
(A) interviewee  
(B) turnover  
(C) unemployment rate  
(D) seniority
6. Christian plans to \_\_\_\_\_ next year after working for 30 years.  
(A) retire  
(B) employ  
(C) compensate  
(D) recruit
7. James hopes to be \_\_\_\_\_ to a senior position by the end of the year.  
(A) updated  
(B) promoted  
(C) replaced  
(D) rejected
8. They are hoping to hire a \_\_\_\_\_ assistant to be part of the team five days a week.  
(A) promotional  
(B) mobile  
(C) full-time  
(D) replaceable
9. Alicia is planning to start a(n) \_\_\_\_\_ in human resources after graduation.  
(A) career  
(B) headhunter  
(C) multitasking  
(D) background
10. Due to budget cuts, the company had to \_\_\_\_\_ several employees.  
(A) take over  
(B) lay off  
(C) report to  
(D) move up
11. The manager will \_\_\_\_\_ with the team to check their progress.  
(A) make redundant  
(B) get promoted  
(C) follow up  
(D) bring up to date
12. The \_\_\_\_\_ outlines the main duties and responsibilities of the position.  
(A) pink slip  
(B) track record  
(C) job description  
(D) curriculum vitae
13. Every employee needs a(n) \_\_\_\_\_ to enter the office building.  
(A) access card  
(B) job fair  
(C) headhunter  
(D) hiring criteria
14. With a \_\_\_\_\_ lifestyle, he can work from different locations without being tied to one office.  
(A) part-time  
(B) qualified  
(C) senior  
(D) mobile

- 15.** There were several qualified \_\_\_\_\_ for the job, making the decision difficult.  
 (A) candidates  
 (B) proxies  
 (C) employers  
 (D) specialists
- 16.** The \_\_\_\_\_ answered all the questions confidently, impressing the hiring manager.  
 (A) employee  
 (B) interviewee  
 (C) staff  
 (D) backup
- 17.** She worked \_\_\_\_\_ this week to complete the project before the deadline.  
 (A) specialty  
 (B) profile  
 (C) overtime  
 (D) paycheck
- 18.** After years of hard work, she was promoted to a higher \_\_\_\_\_ within the organization.  
 (A) incentive  
 (B) compensation  
 (C) position  
 (D) employment rate
- 19.** Calvin was excited about the opportunity to \_\_\_\_\_ to a different city and experience a new culture.  
 (A) relocate  
 (B) accept  
 (C) refuse  
 (D) displace
- 20.** Monica decided to \_\_\_\_\_ in digital marketing to enhance her career prospects.  
 (A) evaluate  
 (B) hire  
 (C) recognize  
 (D) specialize
- 21.** As a(n) \_\_\_\_\_, Howard doesn't have the same benefits as full-time staff.  
 (A) interviewer  
 (B) conductor  
 (C) applicant  
 (D) contract employee
- 22.** After the \_\_\_\_\_, the manager gave feedback to help improve employee performance.  
 (A) replacement (B) rejection  
 (C) evaluation (D) movement
- 23.** She received \_\_\_\_\_ from her boss for her hard work on the recent project.  
 (A) emotion  
 (B) recognition  
 (C) specialization  
 (D) qualification
- 24.** Eric received \_\_\_\_\_ for two months at his new job.  
 (A) career fair  
 (B) job opening  
 (C) on-the-job training  
 (D) employment criteria
- 25.** If you have any issues with your benefits, contact \_\_\_\_\_.  
 (A) credentials (B) employees  
 (C) working hours (D) human resources

**Text Completion**

- (A) incentive  
 (B) on track  
 (C) Our team members specialize in different areas  
 (D) To compensate for the time off  
 (E) updating

Balancing work and personal life is important for everyone. Annual leave allows employees to rest and spend time with family. **26**, we have a system where fill-in staff can take over the absent employee's duties. This helps keep projects **27** without interruptions.

We also offer a(n) **28** program to encourage good performance. Employees receive bonuses and extra leave days for meeting goals. Recognition is a key part of our culture, so we make sure to highlight achievements in our regular updates.

**29**, making it easier to cover for each other during absences. This way, everyone gets the support they need while we are still achieving our objectives.

Regularly **30** everyone keeps them informed about the latest developments and upcoming tasks. By maintaining open communication and recognizing hard work, we create a supportive and efficient workplace. This balance ensures that both work and personal life are well-managed, leading to happier and more productive employees.

**Answers:**

1. D 2. C 3. C 4. A 5. D  
 6. A 7. B 8. C 9. A 10. B  
 11. C 12. C 13. A 14. D 15. A  
 16. B 17. C 18. C 19. A 20. D  
 21. D 22. C 23. B 24. C 25. D  
 26. D 27. B 28. A 29. C 30. E