

I. Read the text and accomplish the tasks below.

Skills You Need for a Job

For many people today a career for life is no longer an option. Most people expect to hold jobs with a variety of employers and move across different employment sectors through their working life.

Employers are often looking for skills that go beyond qualifications and experience. While your education and experience may make you eligible to apply for a job, to be successful at the job you will need to exhibit a mix of skills, so called 'employability skills'. They are the skills and attitudes that enable employees to get along with their colleagues, to make critical decisions, solve problems, develop respect and ultimately become strong ambassadors for the organisation.

The latest QS (Quacquarelli Symonds LTD 2010) recruitment survey (2010) lists the four most important skills sought by executive level recruiters as interpersonal skills, communication skills, strategic thinking and leadership ability.

Interpersonal skills are vital when seeking employment and may be the single most important factor for many recruiters. We use them to interact with other people. Good interpersonal skills allow you to participate effectively as a member of a team, satisfy customers and clients expectations, negotiate, make decisions, manage your time efficiently, take responsibility, and work effectively with other employees.

If you are either applying for a job or looking for a promotion with your current employer, you will need to demonstrate good communication skills. The ability to communicate both verbally and in writing with a wide variety of people, maintain good eye contact, write clearly and succinctly, demonstrate a varied vocabulary and tailor your language to your audience is all essential skills that employers seek out. Good verbal and written communication means you can get your messages across with less chance of misunderstanding.

The ability to be able to effectively plan and organise means that you, or your team, are more likely to get the job done correctly the first time. These skills are beneficial to employers as they save time and money. Creative thinkers are innovative and inventive and are more likely to devise new ways of doing things that add value to the work environment, making systems and procedures more efficient. Creative thinkers can offer new perspectives about the job and the company.

Leadership is the ability to influence others toward the achievement of a goal. Leaders either have, or are perceived to have, strong self-confidence and are team players, allowing them to work in a group to achieve the best results for the employer. Leaders show social skills by respecting the thoughts, opinions and ideas of others. Developing your leadership skills can therefore not only help you to find a senior position, but may also help you to gain promotion with your current employer.

Most jobs involve change, some more frequently than others, employers want people who are adaptable, flexible, and patient, and respond well to change. The employee who is open to learning and embraces change will be more successful than the person who is afraid of learning and resistant to changes in the organisation. Lifelong learners are always valued in organisations.

Nr	Items	Score	
	<p>Answer the question. <i>What do many people expect through their working life?</i></p> <p>_____</p> <p>_____</p>	A 0 1 2	A 0 1 2
2.	<p>Answer the question. <i>What do employers mean by 'employability skills'?</i></p> <p>_____</p> <p>_____</p>	A 0 1 2 3	A 0 1 2 3
3.	<p>Identify the correct variant (True/False). Justify your choice.</p> <p>1. <i>According to the text an employee's experience is enough to be successful and valued in any organisation.</i> T F</p> <p>_____</p> <p>_____</p> <p>2. <i>Creative thinkers are more likely to devise new ways of doing things that add value to the work environment.</i> T F</p> <p>_____</p> <p>_____</p>	A 0 1 2 3 4 5 6	A 0 1 2 3 4 5 6
4.	<p>Express in your own words what this word combination means. <i>strong ambassadors</i></p> <p>_____</p> <p>_____</p>	A 0 1 2 3	A 0 1 2 3
5.	<p>Answer the question. <i>What are the most important skills that are generic across all employment sectors sought by executive level recruiters?</i></p> <p>_____</p> <p>_____</p> <p>_____</p>	A 0 1 2 3 4	A 0 1 2 3 4
6.	<p>Answer the question. <i>Why do employees have to exhibit a mix of skills while applying for a job or looking for promotion?</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	A 0 1 2 3 4 5 6	A 0 1 2 3 4 5 6
7.	<p>What is the message of the text?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	A 0 1 2 3 4 5 6	A 0 1 2 3 4 5 6

<p>II. Grammar. Complete the sentences with the correct form of the verbs in brackets. Fill in the gaps with the suitable articles and prepositions. Choose the correct form of the words in brackets. Form a noun.</p>		
<p>Providing (<i>five-star, five-stars</i>)_____ luxury in the middle of _____ treasured wilderness without damaging the environment might not be easy, but it is far from impossible. The King Pacific Lodge in British Columbia's Great Bear Rainforest proves that if enough care and attention (<i>take</i>)_____, the task is within the reach of any tourist provider.</p> <p>Unlike many other hotel building projects no trees were cut down and no land was wasted in order to build it. The Lodge does not have a permanent location but sits on a floating barge (<i>towed, tow</i>)_____ into the sea bay in May, where it anchors till September. Those wishing to stay in one of its seventeen rooms must access it _____ boat or seaplane. Each guest (<i>staying, stay</i>)_____ at the Lodge is charged 3% conservation tax, but is rewarded by the chance to sight whales and bears. And since (<i>these, this</i>) _____ are the main attractions of the area and of the Lodge, the management is (<i>well, good</i>)_____ aware that in order to stay in business they must leave the area untouched. In 2000, the Lodge management (<i>sign</i>)_____ an agreement with the native Gitga at people by (<i>whom, who</i>)_____ they were later adopted. Together they work for _____ benefit of the area. The Lodge (<i>recognize</i>)_____ the native tribe as the owners of the land, pays the tribe for the use of their land and even supports the native youth and employs the (<i>tribe's, tribes'</i>)_____ people. They, _____ turn, teach the newcomers about _____ local culture.</p> <p>The King Pacific Lodge is one of a growing number of tourism companies that go beyond purely minimizing their environmental impact to win the (<i>approve</i>)_____ of the local community (<i>where, when</i>)_____ they establish their business. These companies use eco-friendly solutions _____ problems, and (<i>be</i>)_____ careful to restrict (<i>their/its</i>)_____ use of resources and protect threatened species. Realizing how destructive tourism can be, they want to avoid the love-it-to-death effect of tourism and leave a lighter environmental footprint.</p>	<p>A 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20</p>	<p>A 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20</p>
<p>III. Civilization. What are the advantages and disadvantages of globalization? (15 lines)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>A 0 1 2 3 4 5 6 7 8 9 10 11 12 13</p>	<p>A 0 1 2 3 4 5 6 7 8 9 10 11 12 13</p>

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IV. Written production.	(25 lines)	A
<i>The twentieth century saw great change. In your opinion, what is one change that should be remembered about the twentieth century?</i>		A
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IV. Written production.

(25 lines)

*The twentieth century saw great change. In your opinion, what is **one** change that should be remembered about the twentieth century?*

Use the following plan:

- Make an introduction;
- Express your personal opinion and reasons for it;
- Draw a conclusion.