

READING

A Read the article about things to consider before going on vacation. Match the paragraphs (1–5) to the headings (a–g). There is an extra heading you do not need. An example (0) has been done for you.

The Key to a Great Time Away: What to Think about Before You Plan Your Trip

0 d

When you go away it is essential to think about this aspect of your trip. Who you go with is key to your enjoyment on vacation. You should also keep the type of vacation you're planning to go on in mind because this will affect who you share the experience with. Do you want to go with some old friends, with your family or with your partner?

1 ____

Something else you need to think about is how you're going to get from A to B and how you're going to move around when you get to your destination. A good discussion about cost and preferred modes of transportation before you go means you'll be well prepared and able to spend time on other things when you're there.

2 ____

Living it up at a luxury hotel means you get a nice room but staying at a hostel or even at a friend's place means you have more cash to spend on other things. Don't forget that you also have the option of mixing it up doing a little of both. Plan this right and you have a better chance of having a relaxing but affordable break.

3 ____

The sad reality is that some people only leave their beach resort to go out to eat. They could be anywhere in the world and not know anything about the locals, the culture or the country. Others believe a good break has to be about doing new things. It's a good idea to do some research about where you're going or to get some advice from people who've been there and what they recommend doing.

4 ____

We would all like to think that money isn't important but that's a myth. Being happy with what you pay for things on vacation increases the possibility of its success. Spend a lot on an activity you didn't enjoy and you'll feel guilty, cheated or both. Getting it right is the result of looking online in advance and finding out information before you go. Do this and you're going to have a great time.

5 ____

Do you have the necessary paperwork to visit the places you're planning to explore? Many countries require tourists to apply for visit visas in advance. Don't get caught short. You can also avoid a ruined trip by ensuring you have the right medical insurance and up-to-date vaccinations.

- a** Value
- b** Documentation
- c** Accommodations
- d** Company
- e** Experience
- f** Travel
- g** Destination

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B Read the article about managing staff and complete sentences (1–5). An example (0) has been done for you.

How to Keep Your Staff

Any business person knows that finding good staff is often really difficult and very expensive. The interview process is long and takes up valuable work time. For this reason, it's important to understand how a company can keep their workers. But what are the best ways to do this? Here are five you might want to think about.

First, make your workers feel safe in their employment. No one likes to go to work every day and feel like the people at the top don't know them. Get to know them and call them by their name. This tells them that they aren't just another number and helps avoid insecurity.

Second, inform them of what they have to do in their position. Everyone needs a good description of their job or they won't be able to do carry it out successfully. The best kind of communication tends to be easy to understand and direct. Every worker wants to do a good job, but for this they need to know what's going on.

Third, you should try to have a talk with them about how they're feeling. Many companies feel they don't have enough time to do this but they must find it somewhere. Speaking at the coffee machine is nice but it isn't the same as meeting them directly. Bosses should plan to meet individual staff members and put it in their calendars. Listen to them and tell them how the company has done in the last year and be honest with them. This is sometimes difficult but necessary.

Next, put some money into training. Think of this as an investment – after all, it could be a lot cheaper than interviewing for new staff if they leave. Everyone wants to know their job is going somewhere. In fact, this is important for you as a boss as well because their knowledge will result in the company's improvement.

Finally, when you have seen good work from someone, show them you appreciate it. Getting a bonus isn't always a possibility but simple things like saying to someone 'Good work on the Erne Project' help a lot. When a staff member doesn't hear things like this they will soon start looking for a new place to work.

- 0 It can take a long time to interview people for a job.
- 1 Workers like to feel that their job is _____.
- 2 As a boss it's a good idea for _____ to be clear.
- 3 _____ staff face to face is important.
- 4 Interviewing new staff often costs more than _____.
- 5 It isn't always possible for bosses to give staff a _____.

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LISTENING



A Listen to a radio show about strange hobbies. For questions (1–5), decide whether the statements are true (T) or false (F). An example (0) has been done for you.

- 0 A lot of people don't have time to do what they enjoy. T
- 1 John O'Hagan has appeared on a reality TV show.
- 2 The Frenchman, Laurence Jouet, is famous for his strange graffiti.
- 3 Laurence got into trouble with the police for drawing on other peoples' cars.
- 4 More and more people are getting different animals as pets.
- 5 People spend a lot more money on pets than they used to.

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B Listen to Natalia and Andrea talking about growing fruits and vegetables. Complete sentences (1–5) based on what you hear. An example (0) has been done for you.

- 0 Andrea is reading a blog about growing fruits and vegetables.
- 1 Natalia thinks that the yard is to grow food.
- 2 Andrea says that is an advantage of growing your own food.
- 3 Gardening for each day helps you sleep better.
- 4 Andrea wants to teach about where food comes from.
- 5 Natalia agrees that home-grown food is than supermarket food.

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WRITING

A You are organizing a surprise party for your friend, Henri. Write an email to invite another friend to the party. Think about:

- where it is
- what time it is
- what kind of party it is

Remember to start with a friendly greeting and use contractions and an informal style. Write your email in 75–100 words.

B Write a cover email to apply for the job below. Read the job advertisement and then write your cover letter. Remember to use formal language. Write your email in at least 150 words.

Receptionist Wanted at an English School

Are you looking for part-time work over the summer? We need a friendly, hard-working person who has a good level of English to join our team at The Mill School in the city center. We will provide training and you will also receive a free weekly lesson when you aren't working. Apply with your résumé to Patrick Creed: millschool@mail.ie.

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Total: ___ / 30