

ENGLISH PLUS

WITH
ANSWER
KEY

PRACTICE WORKSHEETS



BUSINESS ENGLISH

SKILLS AND QUALIFICATIONS

Business English | Skills and Qualifications

1. Complete each sentence with the correct word.

- Ravi graduated (A) _____ Mumbai University (B) _____ a degree philosophy and politics.
- He taught for a while, but didn't like it. He wanted to get a qualification (C) _____ accountancy and decided to train (D) _____ an accountant at evening classes.
- He qualified (E) _____ an accountant and joined a big accountancy firm in its Mumbai office.
- After he had acquired some experience, he went (F) _____ a number of management courses to get training (G) _____ team-building and other skills.

2. Are these jobs generally considered to be highly skilled, skilled, semi-skilled or unskilled?

- A. teacher _____
- B. software engineer _____
- C. car worker on a production line _____
- D. cleaner _____
- E. office cleaner _____
- F. airline pilot _____
- G. bus driver _____
- H. office manager _____

3. Complete these extracts from job advertisements using the words you learned in the episode. (Sometimes more than one answer is possible)

- You'll be researching developments on the internet, so you have to be **(A)** _____
_____. You must be **(B)** _____ able to work on your own initiative, and a
(C) _____. But as part of a team of researchers, you'll need to be a good
(D) _____ too.
- You'll need to be **(E)** _____, as you'll be working on financial budgets.
- As part of our sales team, you'll be working independently, so you have to be self-
(F) _____ and self-**(G)** _____.
- We're looking for someone who can work on ten projects at once, without being told
what to do. You must be a **(H)** _____, **(I)** _____,
(J) _____, and **(K)** _____.
- We need **(L)** _____ journalists who are very good at their job and extremely
(M) _____ very keen to find out as much as they can about news stories.

Business English | Skills and Qualifications

- 1. A. _____ B. _____ C. _____ D. _____ E. _____ F. _____ G. _____

- 2. A. _____ B. _____ C. _____
D. _____ E. _____ F. _____
G. _____ H. _____

- 3. A. _____ B. _____
C. _____ D. _____
E. _____ F. _____
G. _____ H. _____
I. _____ J. _____
K. _____ L. _____
M. _____

Business English | Skills and Qualifications

1. Complete each sentence with the correct word.

- Ravi graduated (A) from Mumbai University (B) with a degree philosophy and politics.
- He taught for a while, but didn't like it. He wanted to get a qualification (C) in accountancy and decided to train (D) as an accountant at evening classes.
- He qualified (E) as an accountant and joined a big accountancy firm in its Mumbai office.
- After he had acquired some experience, he went (F) on a number of management courses to get training (G) in team-building and other skills.

2. Are these jobs generally considered to be highly skilled, skilled, semi-skilled or unskilled?

- | | |
|------------------------------------|-----------------------|
| A. teacher | <u>skilled</u> |
| B. software engineer | <u>highly skilled</u> |
| C. car worker on a production line | <u>semi-skilled</u> |
| D. cleaner | <u>unskilled</u> |
| E. office cleaner | <u>unskilled</u> |
| F. airline pilot | <u>highly skilled</u> |
| G. bus driver | <u>semi-skilled</u> |
| H. office manager | <u>skilled</u> |

3. Complete these extracts from job advertisements using the words you learned in the episode. (Sometimes more than one answer is possible)

- You'll be researching developments on the internet, so you have to be (A) **computer-literate**. You must be (B) **proactive** able to work on your own initiative, and a (C) **self-starter**. But as part of a team of researchers, you'll need to be a good (D) **team-player** too.
- You'll need to be (E) **numerate**, as you'll be working on financial budgets.
- As part of our sales team, you'll be working independently, so you have to be self-(F) **motivated** and self-(G) **driven**.
- We're looking for someone who can work on ten projects at once, without being told what to do. You must be a (H) **self-starter**, (I) **methodical**, (J) **systematic**, and (K) **organized**.
- We need (L) **talented** journalists who are very good at their job and extremely (M) **motivated-** very keen to find out as much as they can about news stories.

Business English | Skills and Qualifications

1. A. ● fro B. ● wit C. ● in D. ● as E. ● as F. ● on G. ● in
2. A. ~~skilled~~ h B. highly skilled C. semi-skilled
D. unskilled E. unskilled F. highly skilled
G. semi-skilled H. skilled
3. A. ● computer-literate B. ● proactive
C. ● self-starter D. ● team-player
E. ● numerate F. ● motivated
G. ● driven H. ● self-starter
I. ● methodical J. ● systematic
K. ● organized L. ● talented
M. ● motivated-