

READING | TEST YOURSELF

Vous allez maintenant vous tester sur les quatre types d'exercices ensemble – mais uniquement sur l'axe *Vocabulary* pour l'instant. Faites les exercices les uns après les autres sans faire de pause, comme si vous étiez dans une situation de test.

Exercise 1 • Level One

Choose an answer.

Look at the picture and click on the best answer.



RESTRICTED AREA
**ALL VISITORS MUST
GET PASS AT
OFFICE**

- Visitors need to wear a badge.
- The office is in a controlled area.
- Visitors must go past the office.

▶

Exercise 2 • Level Two

Choose an answer.

Look at the picture and click on the best answer.



A discount / coupon has been applied to this item so we will refund only the price paid if returned.

- The company will not pay back the customer.
- The customer got something off the list price.
- The company owes money to the customer.

▶

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Exercise 3 • Level One

Choose an answer.

Read the question then click on the best answer.



The guy talked for hours in the meeting. It was really much too

 boring bored board border

Exercise 4 • Level Two

Choose an answer.

Read the question then click on the best answer.



The of the housing bubble posed serious problems for institutional lenders.

 explosion burst deflation break

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Exercise 5 • Level One

Choose an answer.

Click on each gap. A choice of words will appear. Click on the word you think completes the phrase or sentence.



Insurance Agents

Our agents come from various and we have many successful agents without sales or insurance , so this is not a requirement, but an asset. Our comprehensive program will help those that are unlicensed in the necessary credentials, which is a short and easy process.

1. backdrops – histories – experiences – backgrounds 3. formation – training – instruction – cultivation
2. experience – experiences – practice – action 4. finding – producing – reaching – attaining

Exercise 6 • Level Two

Fill the gap.

Click on each gap. A choice of words will appear. Click on the word you think completes the phrase or sentence.



Reliable credit

Our is to design, manufacture and deliver a safe and reliable product to our customers. We aim to become recognized as a leader in our and, for this, customer satisfaction is essential. Our products are to the demands of our customers and we will ensure that they are to meet the needs of our customers in an ever-changing world. We provide for our investors by being valued by our customers.

1. purpose – reason – justification – project 4. adopted – adapted – attuned – accustomed
2. division – part – sector – section 5. price – worth – amount – value
3. tailored – conformed – agreed – accorded

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Exercise 7 • Level One

Write in the gap.

Click on each gap then type the word you think completes the phrase or sentence.



Please find attached our purchase n° 00064. As agreed we will get a discount of 10% because we are ordering such considerable amounts of steel and other materials at the same time. We are not ordering any finished goods. We would like to remind you that our delivery is May 1st 20--. Please send an order within the next 2 days.

Exercise 8 • Level Two

Write in the gap.

Click on each gap then type the word you think completes the phrase or sentence.



The Manager is for ensuring that the company is in good and in complete with all government regarding staff employment and personnel policies at all times. Working closely with the Finance Manager, he will develop and maintain effective human systems.

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Exercise 9 • Level One

Read the passage.

Click on the numbers to see ALL of the questions.



Find the answers by reading the passage using the scrollbar.

HEALTH INSURANCE

Notice to all employees.

As of this date, all employees are required to take out comprehensive health insurance for travelling abroad. We have recently been inundated by requests from certain members of the international management staff, asking for compensation for medical expenses that they have incurred during their business trips abroad, for which they were not properly insured. Although in the past we have been pleased to provide suitable repayments for certain types of expenditure, it is no longer company policy to take care of medical emergencies, and it is up to each person to make sure they have the required cover.

Anyone concerned by these new guidelines is to send a copy of their health insurance certificate to Mary Pooles in the H.R. department before they make their travel arrangements. Anyone who does not comply with the new procedures will not be reimbursed in the event of hospitalisation or repatriation.

Question 1 of 4

From when will employees need to take out their own health insurance?

- > A. From a date to be defined.
- > B. From sometime in the past.
- > C. From now on.
- > D. They no longer have to.

Question 2 of 4

What happened before this announcement?

- > A. The company paid back all medical expenses.
- > B. The company paid back some medical expenses.
- > C. The company paid back no medical expenses.
- > D. Nobody requested repayment.

Question 3 of 4

What has there been a change in?

- > A. Local politics.
- > B. The company's rules and procedures.
- > C. The collective agreement.
- > D. The company's insurance policy.

Question 4 of 4

Who will not be reimbursed in the future?

- > A. People who do not abide by the rules.
- > B. People who go to hospital.
- > C. People who do not telephone Mary Pooles.
- > D. People who have to be sent back home.

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Exercise 10 • Level Two**Read the passage.**

Click on the numbers to see ALL of the questions.



Find the answers by reading the passage using the scrollbar.

THE RIGHT TO READ

Several cases have recently been seen in court of employees being given the sack because of the content of the private emails they have sent – from their office computer. Thanks to recent technology, employers are now able to keep track of almost all an employee's workplace communications – and so they can not only read your emails, but also any text messages sent from your company mobile. A recent survey revealed that in America over 50% of the companies questioned monitor their employee's emails, and a quarter of said employees had lost their jobs as a result.

On both sides of the Atlantic, courts are coming down on the side of the employer. The main reason given to justify such intrusive behaviour is the risk to the company of the contents of any correspondence sent from workplace computers, and to a certain extent, from company-owned mobile phones.

As a result, many companies now enforce computer usage policies. These explain to employees that any email or text message they write is not private as such, and company "spies" therefore have a right to see them. The former are often required to sign a form in agreement with the policy. In fact, the messages, and even web traffic, are often simply backed up with the rest of the company database at the end of the working day. Other examples highlighted in recent court cases have shown company software that records random screen shots, counts key strokes and, in the worst case, has webcams taking photos of employees showing them working at their computers once they had clocked into the company premises.

There was an outcry in Europe not long ago when the European Court of Human Rights ruled that employers are entitled to require that any online messages written during work hours be work-related. This revived the on-going debate about the boundaries between work and free time. Employees have rightly argued that if they are not allowed to use the company's technological marvels for personal reasons at some time during their working hours, then there is no reason for the management to expect people to respond to company requests once they are out of the office.

The clean line between work and leisure time is becoming a very grey area. It is, however, possible that clear rules about the use or abuse of office I.T. facilities might ultimately lead some people to have a better work-life balance.

Question 1 of 6

The employees who lost their jobs because of computer abuse were:

- > A. retired
- > B. hired
- > C. laid off
- > D. dismissed

Question 2 of 6

According to the survey, how many employees had lost their jobs?

- > A. 100%
- > B. 50%
- > C. 25%
- > D. 12.5%

Question 5 of 6

What did the European Court of Human rights decide?

- > A. That employers are right to make employees write emails.
- > B. That employers have the right to contact their employees in their free time.
- > C. That employers have the right to forbid personal correspondence at work.
- > D. The employers can read the title of each message sent.

Question 6 of 6

What is the meaning of a "grey area" in paragraph 6?

- > A. Something that is unclear.
- > B. Something that is forbidden.
- > C. Something that is a dream.
- > D. Something that needs brainpower.

Question 3 of 6

In paragraph 4, who are the words "the former" talking about?

- > A. the companies
- > B. the employees
- > C. the company spies
- > D. the computers

Question 4 of 6

When were the screenshots taken of the employees?

- > A. Once they had left work.
- > B. Once they had sat down at their desks.
- > C. Once they had been to court.
- > D. Once they had seen the signs.

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