Proficiency Test **(2018)**

Vocabulary Part *(30 points)*

Task I. Match the words with the definitions.

1. president	a) a set of basic laws and principles that a country is governed by;	___
2. public sector	b) to thank someone in a polite way or to say that you are grateful for smth they have done;	___
3. constitution	c) to know about smth, because you have seen it, read it, used it etc;	___
4. personnel	d) a well-defined piece of territory inhabited by people who desire to live together and are politically organized;	___
5. promotion	e) the official leader of a country that doesn't have a king or queen;	___
6. to be acquainted with	f) a complex of interacting institutions that have sovereignty and authority to govern the people of the nation;	___
7. to provide	g) the people who work in a company, organization (= staff);	___
8. government	h) a move to a more important job or position in a company or organization;	___
9. to appreciate	i) the industries or services in a country that are owned and run by the government;	___
10. state	j) to give or supply something .	___

1. e   2. ___   3. ___   4. ___   5. ___   6. ___   7. ___   8. ___   9. ___   10. ___

	/ 5

Task II. Choose the appropriate verb and underline it.

1.   A supervisor ***assigns***/*controls* work to his/her subordinates.   ___

2.   A secretary *makes/phones* telephone calls.   ___

3. A desk officer *corrects/updates* the computer database. ___

4. A boss *decides/resolves* conflicts among subordinates. ___

5. A supervisor *assesses/calculates* employees' performance (progress). ___

6. I always do my best *to meet/to perform* the deadline. ___

7. A public servant *deals/handles* with citizens' problems. ___

8. The Verkhovna Rada *implements/approves* government policies. ___

9. The Center *provides/supplies* us with the opportunity to have internships at government ___
agencies.

10. Could you *develop/create* the agenda of the next staff meeting? You know all the problems of ___
the division.

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Task III. Read the text and fill in the gaps with appropriate words from the box below.

• career	• non-profit organizations
• well-being	• environment
• solve	• public policies
• developing	• public administration ∨
• perform	• degree

What is public administration?

Public administration is a challenging and rewarding career in public service. Public administrators work to _____ demanding public problems and serve the public primarily through government agencies and _____. Public administrators _____ a wide range of functions such as _____ policy and legislation; implementing policies; managing programs, people, and budgets; and providing vital daily services for the _____ of citizens.

Is public administration right for me?

Are you interested in how the government works? Do you want to influence the direction of your community, state, or country? Are you interested in _____ such as education, criminal justice, economic development, or the _____? Do you want to make a difference in the lives of people? Do you want a challenging and rewarding

_____ ? Do you want a _____ that will prepare you for many careers in a wide variety of organizations and institutions? If you answered 'yes' to any of the above questions, public administration is for you!

	/ 10

Grammar Part *(15 points)*

IV. Complete the sentences with the correct Grammar Tense.

1. How many MPs **are there** in the Verkhovna Rada of Ukraine ?

   a) are
   b) there are
   c) are there

2. This year the Training Center _____ requirements to applicants for senior job positions.

   a) develops
   b) is developing
   c) has been developing

3. Laura _____ in every conference on the EU integration policy .

   a) is participating
   b) participates
   c) participate

4. Sorry for ignoring your phone call. I _____negotiations with the European Commission officials when you _____ me.

   a) conducted / called
   b) was conducting / called
   c) conducted / were calling

5. We _____ a new project last month.

   a) have launched
   b) had launched
   c) launched

6. My assistant _____the report to the Head Office yet.

   a) hasn't completed
   b) didn't complete

c) doesn't complete

7. I _____ with our new supervisor tomorrow at 11 a.m.

       a) will meet
       b) meet
       c) am meeting

8. I think the next applicant _____ more suitability to this job position.

       a) will demonstrate
       b) is demonstrating
       c) demonstrates

9. If I _____you, I _____more attention to students' pronunciation.

       a) am / will pay
       b) was / will pay
       c) were / would pay

10. The results of your test leave much to be desired. If you _____
    classes, you _____ much less mistakes in your paper.

       a) didn't miss / made
       b) didn't miss / would make
       c) hadn't missed / would have made

11. _____ you _____promotion prospects at your previous
    work?

       a) Do… have
       b) Have… had
       c) Did… have

12. I _____ people at work, but yesterday my boss was
    on a business trip and I _____visitors and even
    _____ negotiations.

       a) don't deal with / meet / conduct
       b) didn't deal with / met / conducted
       c) don't deal with / met / conducted

13. When the judge _____, they _____ a discussion
    about protectionist politics of some states.

       a) had arrived / still had
       b) arrived / were still having
       c) arrived / still had

14. Do you know where Mr. Smith is *?* – He _____ job applicants.

        a) is interviewing
        b) interviews
        c) has been interviewing

15. By the time I _____to ask my assistant to draft the agenda of the staff meeting she _____ already _____it.

        a) had decided / has done
        b) decided / has done
        c) decided / had done

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READING (20 points)

I. Read the text and label the paragraphs with the appropriate headings.

a) *symbols of the EU*   c) *Schuman's plan*
b) *reasons for uniting Europe*   d) *the first official document of the ECSC*

1. _b_ The historical roots of the European Union lie in the Second World War. Europeans were determined to prevent such killing and destruction ever happening again. Soon after the war, Europe was split into East and West as the 40-year-long Cold War began. In 1946 Winston Churchill called for a 'kind of United States of Europe' in a speech he gave at the Zurich University. In 1947, fostered by Winston Churchill, the United Europe Movement was created. It was hostile to supranational organs and in favour of an intergovernmental cooperation. West European nations created the Council of Europe in 1949. It was the first step towards cooperation between them, but six countries wanted to go further.

2.____ On the 9th of May 1950, French Foreign Minister Robert Schuman presented a plan for deeper cooperation. It was his proposal on the creation of an organized Europe, indispensable to the maintenance of peaceful relations. This proposal, known as the "Schuman declaration", is considered to be the beginning of the creation of what is now the European Union.

3. ____ On 18 April 1951 the Treaty establishing the European Coal and Steel Community (ECSC) was signed in Paris. It entered into force on 23 July 1952. It was based on the Schuman plan. Six countries signed the treaty to run their heavy industries – coal and steel – under a common management. In this way, none of them could on its own make the weapons of war to turn against the other, as in the past. The six were Germany, France, Italy, the Netherlands, Belgium and Luxembourg (Founding Member States).

4. ____Today, the 9th of May has become a European symbol (Europe Day) which, along with the flag, the anthem, the motto and the single currency (the euro), identifies the political entity of the European Union. Europe Day is the occasion for activities and festivities that bring Europe closer to its citizens and peoples of the Union closer to one another.

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II. Decide if the statements are true (T) or false (F).

1.	The historical roots of the European Union lie in the First World War.	**F**
2.	Winston Churchill called for a 'kind of United States of Europe' in 1949 while meeting with French Foreign Minister Robert Schuman.	
3.	The Council of Europe was created in 1949.	
4.	In 1950 the Council of Europe presented a plan for deeper economic cooperation in Europe.	
5.	The ECSC stands for the European Cooperation and Security Committee.	
6.	The treaty establishing the ECSC was designed to run the member-states' heavy industries – coal and steel – under a common management.	
7.	It allowed the member states to make the weapons of war in case of necessity.	
8.	There were five Founding Member States.	

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III. Complete the following sentences with the words from the text.

1. The **historical** **roots** of the European Union lie in the Second World War.

2. It was Robert Schuman who proposed _____ an organized Europe, _____ to the maintenance of peaceful relations.

3. Today, the 9th of May has become a European symbol (Europe Day) which, along with the flag, the _____, the _____ and the _____, identifies the _____ of the European Union.

4. The Treaty establishing the European Coal and Steel Community (ECSC), which the leaders of six European states signed on 18 April 1951 in Paris, _____ on 23 July 1952.

5. Creation of the _____ in 1949 was the 1st step of West European nations towards cooperation.

	/ 5

IV. Complete the table describing the events that happened in years mentioned.

1946	*W. Churchill called for a kind of United States of Europe in his speech at the Zurich University.*
1947	
1949	
1950	
1951	
1952	

	/ 5

LISTENING (20 points)

Using the Internet and Social Media to Search for a Job

I. Listen to the recording and say if the statements are true (T) or false (F).

1.	Social sites are always useless in finding new employees.	**F**

2.	Some of the reasons of the job market competitiveness are the slow job growth and the high turnover rate.	
3.	Job applicants don't want to demonstrate their skills to the employers on the Internet.	
4.	According to Ben Kirshner, two out of four people are found based on recommendations from others.	
5.	SEM stands for Security in Europe and Middle East.	
6.	Ben Kirshner's company, while searching for candidates for new positions, first of all considers existing employees.	

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II. Listen to the recording again and circle the only correct answer to each question.

1. What do candidates usually demonstrate when applying for a job?

   a) *The candidates usually describe their talents and abilities they could bring to an organization.*
   b) ***In the majority of cases the job seekers simply apply for a job and list their work experience.***
   c) *The candidates in many cases can't show anything.*

2. How are the majority of candidates for new positions found?

   a) *The majority of candidates are found based on recommendations from others.*
   b) *The candidates are usually found based on the information from the social sites.*
   c) *The new employees are found based on both – recommendations from others and information from social sites.*

3. What does Steve Langerud, director of professional opportunities, advise the students on?

   a) *Steve Langerud advises students on writing essays.*
   b) *He advises students to think harder about the skills they really need to help the organization reach its goals.*
   c) *The director of professional opportunities advises not to register in any social site.*

4. What social site is for professionals?

   a) *Social site Facebook is used by professionals.*
   b) *Twitter is used for professional needs.*
   c) *LinkedIn is a networking site for professionals.*

5. A high turnover rate implies:

a) seldom move of workers from job to job;
b) often move of employees from job to job;
c) no staff transition.

	/ 5

III. Complete the sentences from the text you have listened to.

1. The job market is more **competitive** than ever.

2. Many job _____ go online to connect with employers.

3. Unfortunately, they simply list their job _____.

4. Instead, they should _____ their talents and abilities.

5. Social sites are _____ when they show the abilities of job candidates.

6. Employers, too, should _____ their search methods. They should think harder about the _____ they really need to help their organization reach its goals.

7. When SEM is searching for candidates for new _____, it first looks _____.

8. LinkedIn is a _____ site for professionals.

9. Pay _____ to what you put on the Internet.

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WRITING (20 points)
I. Fill in the application form. (6 points)

Administrative details for the insurance

Full name

Date and place of birth

Nationality

Passport number

Valid until

Official residence

Telephone (private)

(office)

MOBILE number (IMPORTANT)

Email address (work)

email (private)

Identity of beneficiary in case of death:

Full name

Relationship

Address of official residence

Person to contact in case of emergency

Full name

Relationship

Address

Mobile number

or contact during daytime/evening

Date

SIGNATURE

II. Write down 7 sentences to describe your job duties (territorial and administrative division of Ukraine). (14 points)

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

5. _____

_____

6. _____

_____

7. _____

_____

Total: | / 100

Appendix

Audio Script

Using the Internet and Social Media to Search for a Job

The job market is more competitive than ever for millions of workers around the world. In America, one reason right now is the slow recovery in job growth after the recession.

But other reasons involve changes in the needs of the American and global economies. In big developing economies like India and China, high turnover rates mean workers often move from job to job.

These days, many job seekers go online to connect with employers. Job candidates want to show that they have a lot to offer. But in many cases they simply apply for a job title and list their work experience. Instead, they should describe the talents and abilities they could bring to an organization.

That is the advice of Steve Langerud, director of professional opportunities at DePauw University in Indiana. He advises students on career planning and often talks about workplace issues in the media.

He says social media sites are valuable when they show the abilities of job candidates and not just their job title and experience.

Steve Langerud says employers, too, should change their search methods. They should think harder about the skills they really need to help their organization reach its goals.

Ben Kirshner is the founder and chief executive of a media marketing company based in New York called Elite SEM. SEM is search engine marketing. His company's job is to help businesses improve their websites and search engine results.

Ben Kirshner says when his company is searching for candidates for new positions, it first looks within. It considers existing employees. After that, he says, social sites can be valuable for finding new people.

In other words, three out of four people are found based on recommendations from others.

Elite SEM uses sites like Facebook, Twitter and LinkedIn to learn about job candidates. LinkedIn is a networking site for professionals, so users might be more careful about what they say.

Mr. Kirshner says a site like Facebook can also provide a lot of information -- good or bad -- about a person. So pay attention to what you put on the Internet and what others put online about you.