

OXFORD DISCOVER FUTURES 2

UNITS 3-4

CLASS A LYCEUM

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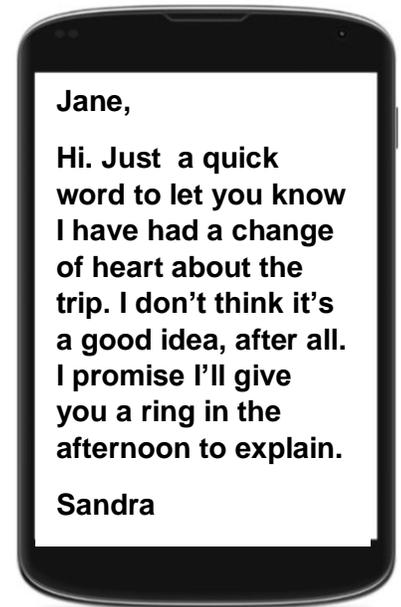
PART II: READING

TASK 4

(5x1= 5 marks)

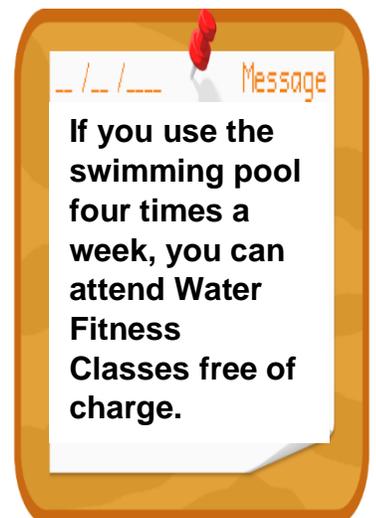
1. Sandra is texting Jane mainly to say _____.

- A. she'll give her a followup call**
- B. she's had second thoughts**
- C. the trip will be cancelled**



2.

- A. Water Fitness classes are free for swimming enthusiasts.**
- B. Water Fitness classes are available to all swimming pool users.**
- C. Free Water Fitness classes offered to frequent swimming pool users.**



3.

- A. Stay away from the passageway.
- B. The corridor is a potential exit to safety. Do not block.
- C. Keep the walkway clean.



4.

- A. Visit our new shop at the shopping mall and buy handbags at reduced prices.
- B. Closing Down sale- 50% off on all items
- C. Clearance sale due to retail store relocation



5. People are warned to _____.

- A. walk carefully
- B. avoid going near steps
- C. drive with caution



TASK 5

(4x1=4 marks)

Read the article about four businesspeople who are responsible for internal communications at various organisations. On the next page, there are descriptions of five internal communications blogs. Decide which blog each person would, most likely, follow.

1. James Smith



James Smith is a young 25-year-old entrepreneur who runs a small company in the UK. He is interested in following a blog which contains things he can identify with, and which can give him fresh, innovative ideas to improve employee engagement at his company.

2. Mary Stewart



Mary Stewart manages a medium sized company in the south of England. She wants to follow a blog with ideas on how to implement an entirely new working environment and turn her organisation into a digital workplace, transforming employee experience and promoting innovation.

3. Christopher Norman



Christopher Norman is responsible for building an effective communications strategy within his organisation, which is based in Manchester and Leeds. He wants to read a blog that includes different people's attitudes and viewpoints on communication strategies to help him make the workplace more productive, collaborative and engaged.

4. Fred Cunningham



Fred Cunningham is a young businessman who has decided to allow employees at his UK- based company the flexibility to work on-site and remotely part of the week. He wants to follow a blog that will give him hands on advice on how to deal with internal communications problems in his company and prevent a communications breakdown between employees working from home and employees physically present at the office.

A. Redefining Communications

Public Relations expert and experienced internal communications professional Jessy Finn is the lead behind this blog. Her posts try to solve common internal communications challenges and tackle them on the spot. She covers everything, from how to beat Zoom fatigue to how fear and culture will influence hybrid working. What makes her blog stand out is the strong emphasis on the human side of internal comms.

B. IC Kollektif

When it comes to communications blogs, this one does not seem to find a spot on everyone's list. The blog is filled with research-driven content, statistics and case studies geared towards an international audience. There are also dispatches from internal communications conferences and even reviews of popular books in the internal comms space.

C. Alive with ideas

When you visit this blog, you'll immediately see why it's a top competitor for the best internal communications blogs. From its playful animated graphics to titles the likes of, "Will you read any further than this headline?", *Alive With Ideas* practices what it preaches. Namely: creative and modern communications ideas that grab the reader's attention from the start. They also love including personal stories and anecdotes in their pieces which makes the blog feel more familiar and relatable.

D. ContactMonkey Blog

At ContactMonkey, our goal is to help internal communicators boost employee engagement through a reliable software solution. We give you ideas on how to integrate the technologies that employees use to change completely the setting, social features and physical conditions in which they perform their job-the virtualised form of the traditional, in-person office environment where many elements of

work are performed through some combination of digital applications, cloud computing, and other technology.

E. Institute of Internal Communications (IOIC)

This internal communications blog is created and published by the Institute of Internal Communications, which has been an authority in the field for over 70 years. All that time has clearly given the IOIC plenty of opportunity to figure out what really works and what doesn't in internal communications. With multiple writers contributing to their blog, IOIC brings in different perspectives and original voices into the mix.

| | | | |
|----------|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ | 4. _____ |
|----------|----------|----------|----------|

TASK 6

(5x1=5 marks)

For each question choose the correct answer.

For each question choose the correct answer.

Body Language



Par. 1 Body language is far from universal; a friendly gesture in one country is an insult in another. Yet that is how more than 90 percent of information is conveyed. Without speaking a word, humans are able to communicate a wide range of emotions thanks to body language. It is a mode of communication that goes beyond verbal language to reveal people's attitude and feelings.

Par. 2 From our facial expressions to our body movements, the things we *don't* say can still convey volumes of information. On the one hand, some gestures vary by culture, and can mean completely different things. On the other hand, other gestures and expressions we make when we want to show happiness, sadness, fear, anger, surprise and disgust are universal; they are recognised by all cultures and can easily be identified. When someone is happy, they will most likely smile or chuckle, their eyes widening in delight. Similarly, a person overcome with sadness will take on a defeated or devastated look, accompanied by slumped shoulders or wet and teary eyes. Although the feelings conveyed by body language are momentary, they remain true and unchanging.

Par. 3 Whether you're aware of it or not, when you interact with others, you're continuously giving and receiving wordless signals. Because interpreting body language is second nature to many people, we often fail to realise that communication is possible through non-verbal expressions. All of our nonverbal behaviours—the gestures we make, our posture, our tone of voice, how much eye contact we make—send strong messages. They can put people at ease, build trust, and draw others towards us, or they can offend, confuse, and undermine what we're trying to convey.

Par. 4 Body language is not always easy to analyse or understand. Sometimes, observing just one gesture may give the wrong idea or impression and it is not enough to accurately discover someone's feelings. The key is to observe these gestures in clusters or groups, as it is what will essentially make the difference. If someone's eyes are fixed on an object, it may be because they are interested in it. But if their fists are additionally clenched and their face is red, they are probably showing symptoms of anger.

Par. 5 Being able to recognize and read these well-known expressions may seem insignificant but, in reality, it is a skill employers look for. Many companies now recommend their human resource personnel attend courses on body language. More and more managers are also attending these courses, as much can be obtained from the way potential clients sit, gesture, and how much eye contact they maintain. While there are many gestures and expressions that differ from culture to culture, body language is generally understood by the majority of the world's population. Be it consciously or subconsciously, it is a tool that not only speaks loudly and clearly of what we are feeling, but also unites us all.

Adapted from: <https://blog.csoftintl.com/universal-body-language/>

1. According to the article, body language _____.

- A. "speaks louder than words"
- B. is unique across cultures
- C. makes up a small part of communication
- D. is worth a thousand words

2. The emotions communicated by body language are _____.

- A. long-lasting
- B. short-lived
- C. irregular
- D. similar

3. According to par. 3, people usually _____.

- A. fail to read body language correctly
- B. study the meaning of body language carefully
- C. explain the meaning of body language instinctively

D. make a deliberate effort to understand body language

4. Body language can sometimes be _____.

- A. oversimple
- B. wrong
- C. inaccurate
- D. misleading

5. Being able to read body language makes you_____.

- A. an expert
- B. professional
- C. more employable
- D. more intelligent

TASK 7

(5x1=5 marks)

Five sentences have been removed from the text below.

For each question, choose the correct answer.

There is one extra sentence which you do not need to use.

The science behind why we take selfies



The selfie has become the greatest photographic trend of our time.

Why are we so interested in taking and sharing selfies, though? 1.

In everyday social situations we spend a lot of our time looking at and

explaining other people's faces and facial expressions. Through our lifetimes we become experts at recognising and interpreting other people's faces and facial expressions. 2.

This absence of visual knowledge about our own faces means we have a very inaccurate representation of what our own faces look like at any given time. 3.

When people are asked to pick a photograph which they think looks most like them - from a series of photographs in which an actual photograph has been digitally altered to produce more attractive and less attractive versions - people are very bad at selecting the original photograph. Given that we have a poor representation of what we look like, this is perhaps unsurprising. 4.

In other words, we have an image of ourselves that tends to be younger and more attractive than we actually are. 5. For the first time we are able to take and retake

pictures of ourselves until we can produce an image that comes closer to matching our perception of what we think we look like.

Adapted from: <https://www.bbc.com/news/blogs-magazine-monitor-25763704>

- A. This lack of knowledge about what we look like has a serious effect on what we think we look like.
- B. Not actually knowing what we look like, might, to a certain extent, explain our obsession with selfies.
- C. In contrast, we have very little experience of looking at our own faces.
- D. Selfies can help young people to capture and share memories of exciting events.
- E. This is a question which is not easy to explain.
- F. What is surprising is that people systematically choose images that have been digitally altered to make the person appear more attractive.

| | | | | |
|----------|----------|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ | 4. _____ | 5. _____ |
|----------|----------|----------|----------|----------|

TASK 8

(6x1= 6 marks)

Read the text below and choose the correct word for each space. For each question mark the correct letter A, B, C or D, on your answer sheet.

We have been producing images 1. ____ thousands of years and long before the written word was introduced. Prehistoric or primitive art was a form of communication through images and it was these pictures that 2. ____ all the talking. Fast-forward to today and our lives are filled with images which means that pictures 3. ____ speak louder than ever. In a world of social media and the instant 4. ____ of images, the idiom ‘A picture is worth a thousand words’ seems to have more and more truth and power to it than 5. ____ before. This well-used phrase has been around for some time and one of the earliest known references to the 6. ____ is from a 1911 newspaper article in which newspaper editor Arthur Brisbane, speaking about journalism and publicity, says “Use a picture. It’s worth a thousand words.”

Adapted from: <https://www.picture-news.co.uk/>

1. **A.** for **B.** since **C.** yet **D.** still
2. **A.** have done **B.** are doing **C.** do **D.** did
3. **A.** yet **B.** however **C.** still **D.** so far
4. **A.** sharing **B.** interaction **C.** division **D.** passing
5. **A.** never **B.** ever **C.** always **D.** evermore
6. **A.** sign **B.** wording **C.** expression **D.** display

TASK 9

(5x1= 5marks)

For each question write the correct answer . Write ONE word for each gap.

How to be better at talking to people we don't know

Even if it's uncomfortable, be brave and just do it, experts say. The person is probably going to like you more than you think. You also need to be curious- ask **1.**

_____. Research suggests that people who are curious are better liked by their conversation partners. Experts also advise us not to be afraid to pay someone a **2.**

_____. According to researchers, praising someone or showing admiration, shifts the focus to the other person and makes them feel good. Also, when it comes to

our anxieties about having conversations with total **3.** _____, people we have never met before, we tend to worry a lot, thinking about what we **4.** _____ do

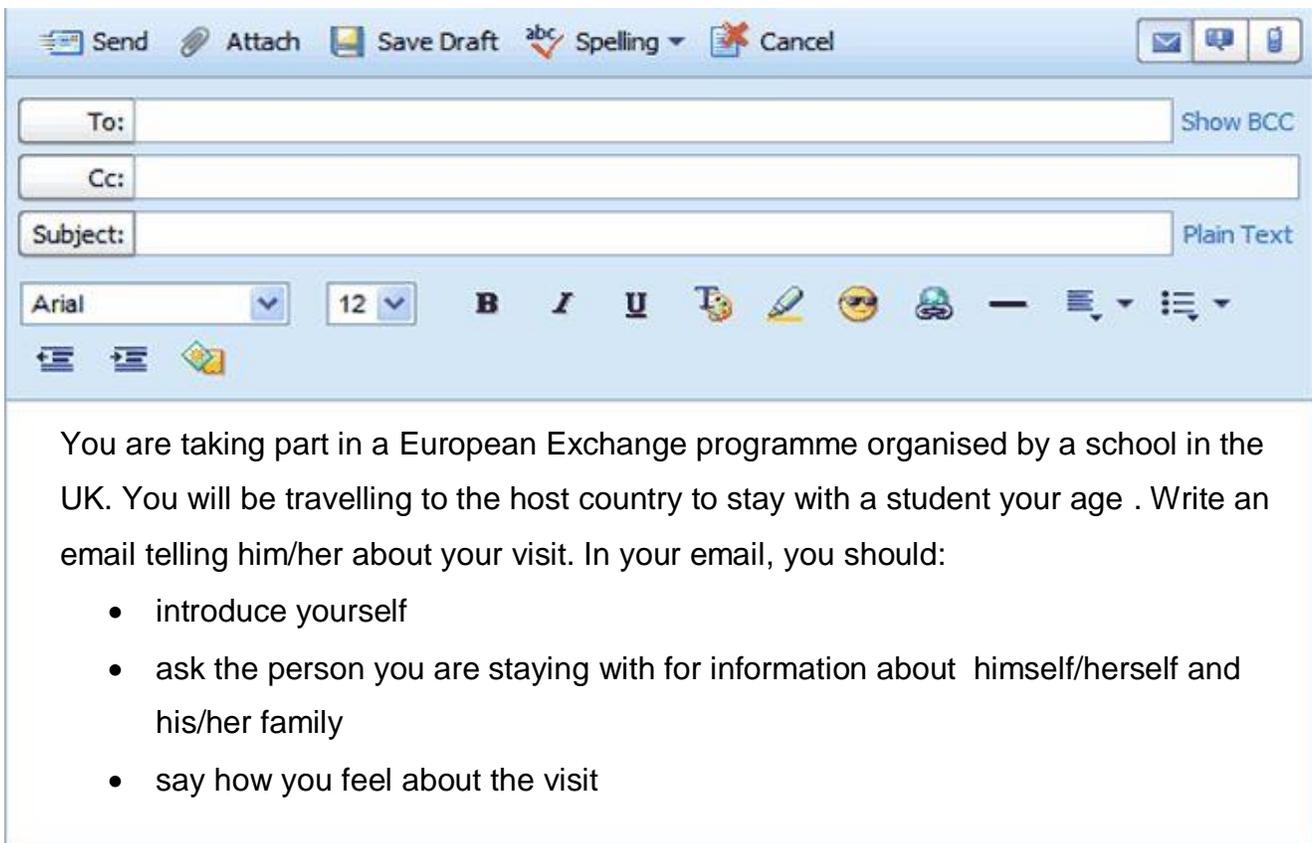
wrong. Focusing the attention on the other person in those moments can help us get past those awkward spots. Finally, don't be afraid to dig deeper and find interesting

things you have in **5.** _____: maybe you're from the same place, maybe you have a mutual friend, maybe you have a shared hobby, or maybe you work in similar roles.

Adapted from: <https://www.nbcnews.com/better/lifestyle>

PART III: WRITING

Task 10



The image shows a screenshot of an email composition window. At the top, there is a toolbar with buttons for Send, Attach, Save Draft, Spelling (with a dropdown arrow), and Cancel. On the right side of the toolbar, there are icons for email, chat, and mobile. Below the toolbar, there are three input fields: 'To:', 'Cc:', and 'Subject:'. To the right of the 'To:' field is a 'Show BCC' link, and to the right of the 'Subject:' field is a 'Plain Text' link. Below the input fields is a rich text editor toolbar with options for font face (Arial), font size (12), bold (B), italic (I), underline (U), text color, background color, link, unlink, bulleted list, numbered list, indent, and outdent. The main body of the email contains the following text:

You are taking part in a European Exchange programme organised by a school in the UK. You will be travelling to the host country to stay with a student your age . Write an email telling him/her about your visit. In your email, you should:

- introduce yourself
- ask the person you are staying with for information about himself/herself and his/her family
- say how you feel about the visit

Task 11

Your English teacher has asked you to write a story entitled
“An amazing news story. ”
Write your story in about 100 words.