

Reading for the Real World 2 - Unit 12

Name _____

I. Vocabulary: Choose the best word to fill in the blank.

1. Hosting the Olympic Games is a project of great _____ and takes years of planning.
 - a. magnitude
 - b. disorder
 - c. wrath
 - d. discourse

2. The king cared deeply about the people who lived within his _____.
 - a. domain
 - b. exposure
 - c. morality
 - d. accuracy

3. The CEO has issued a _____ requiring all employees to participate in a training program.
 - a. bonus
 - b. warning
 - c. correction
 - d. directive

4. As you read the story, try to make _____ about what the author means and what might happen next.
 - a. contents
 - b. campaigns
 - c. factors
 - d. inferences

5. David's supervisor isn't a(n) _____; he gives David a good deal of independence.
 - a. telecommuter
 - b. expert
 - c. micromanager
 - d. workforce

II. Cloze Test

Questions 6 - 10

Offering telecommuting opportunities reduces absenteeism and improves employee retention, which both increase overall ____ (6) _____. Employers also see telecommuting as a powerful recruitment tool to attract top talent. In a survey of top company CFOs, Robert Half Technology cited telecommuting as a bonus second only to a higher ____ (7) _____ in job negotiations.

On the other hand, employers are aware of the fact that telecommuting also has some disadvantages. First of all, allowing ____ (8) _____ company information to leave the office can pose privacy and security concerns. A study done by the Center for Democracy and Technology showed that companies are often unable to fully ____ (9) _____ telecommuting security policies Another risk has to do with the work style of the telecommuter. A successful telecommuter has to be independent, self-motivated, and ____ (10) _____.

6. a. security
b. privacy
c. productivity
d. assistance

9. a. attract
b. implement
c. delegate
d. cite

7. a. survey
b. salary
c. recruitment
d. retention

10. a. disciplined
b. collaborative
c. constant
d. average

8. a. trained
b. public
c. confidential
d. successful

III. Reading Comprehension: Based on the reading in section II, put the information below into the correct columns.

| | |
|--|--|
| <p>Employees miss work less often. 11. Workers are more likely to stay at their jobs. 12. Employees may not be self-motivated enough.</p> | <p>13. Employers can recruit better employees. 14. Workers may expose secret information. 15. Workers are more productive.</p> |
|--|--|

| Advantages of Telecommuting | Disadvantages of Telecommuting |
|---|--------------------------------|
| <p><i>Employees miss work less often.</i></p> | |

IV. Word Study: Choose the SYNONYM (=) or ANTONYM (↔) for each word.

16. Which of the following is a synonym for *occupation*?

- a. idea
- b. talent
- c. job
- d. corporation

17. Which of the following is a synonym for *circulate*?

- a. distribute
- b. protect
- c. accept
- d. mention

18. Which of the following is a synonym for *discourse*?

- a. industry
- b. conversation
- c. entertainment
- d. magnitude

19. Which of the following is an antonym for *disadvantage*?

- a. data
- b. benefit
- c. trend
- d. concern

20. Which of the following is a synonym for *backwards*?

- a. eventually
- b. readily
- c. wrong
- d. properly

V. Fill in the blank with the correct word.

correction disadvantage discourse bonus circulate

21. One _____ of living on the coast is that there is occasional flooding caused by heavy storms.

22. Tory enjoys tutoring her neighbor's kids, and the money she earns is a nice _____.

23. I don't like people who _____ negative rumors about others.

24. The newspaper had to publish a _____ of the article because it contained several errors.

25. This talk show is popular because it features intelligent _____ on interesting topics.

| | | | | |
|--------------|---------------|------------|---------------|------------|
| 1 | 2 | 3 | 4 | 5 |
| a | a | d | d | c |
| 6 | 7 | 8 | 9 | 10 |
| c | b | c | b | a |
| 11 | 12 | 13 | 14 | 15 |
| Advantages | Disadvantages | Advantages | Disadvantages | Advantages |
| 16 | 17 | 18 | 19 | 20 |
| c | a | b | b | c |
| 21 | 22 | 23 | 24 | 25 |
| disadvantage | bonus | circulate | correction | discourse |