



**PRUEBA DE CERTIFICACIÓN DE
NIVEL INTERMEDIO DE INGLÉS
CUADERNILLO DE PREGUNTAS**

COMPRENSIÓN DE LECTURA (Duración: 50 minutos)

- Las respuestas deben escribirse en la **HOJA DE RESPUESTAS** adjunta, con **bolígrafo negro o azul** (no con lápiz) y en el espacio indicado. **No escriba en las zonas sombreadas.**
- Haga todas las tareas.** Al principio de cada tarea hay un ejemplo ilustrativo con el número cero.
- Al final de la prueba entregue dentro del cuadernillo todo el papel de borrador utilizado.
- Permanezca en su asiento hasta que el profesor indique el final de la prueba.
- NO SE EVALUARÁ NINGUNA RESPUESTA ESCRITA EN ESTE CUADERNILLO.**

TASK 1

Read the text and choose the best word from the list below to complete each gap. Each word can only be used **ONCE**. There are **SEVEN** words that you do not need to use. Number **0** has been answered as an example.

(Marking: 10 × 1 = 10 points)

TEAM SPORTS, AMERICAN STYLE

Europeans play football, and Americans play football; but surprisingly they do not play the **0 same** game. American football is played by men (and occasionally women) wearing helmets and protective clothing; the ball is oval. European football is played with a round ball **1** _____ people wearing just socks, shorts, a shirt and football boots.

We Americans have another popular outdoor game too: baseball - a classic American game that is only **2** _____ seriously in North America. In Britain, a few people play an 'ancestor' of baseball, called 'rounders' - but it is not a popular sport.

In today's 'global village', lifestyles have become international; the American model has reached other countries. American sports, however, have not **3** _____ all over the world, as American films and American fashions have. On the contrary, European sports have been more **4** _____ internationally; European football, indeed, is slowly developing in the USA (where we call it 'soccer').

In motor racing, too, the USA stands apart **5** _____ most of the rest of the world. In Europe, South America, Japan and other countries, 'motor racing' means 'Formula 1'; in America we have IndyCar racing. No American IndyCar drivers have **6** _____ been Formula 1 champions. **7** _____, Americans are beginning to discover Formula 1 racing, with the first American Grand Prix.

8 _____ these big sports, America of course has basketball - perhaps the most successful 'export'. Invented at Springfield College, Massachusetts, in 1891, basketball is **9** _____ an 'American game'. Although it is not as big in Europe as in the USA, basketball has become **10** _____ more popular in other countries than any other American team sport.

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BESIDES	EVER	IMPORTANCE	MUCH	PLAYED	SPREAD
BY	FROM	LIKE	NEVER	PLAYING	SUCCESS
CERTAINLY	HOWEVER	MANY	OF	SAME	SUCCESSFUL

TASK 2

Read the following text. Then match each of the sentences/phrases A-N in the chart below with the corresponding gap 1-10. Number 0 has been done as an example. Each sentence/phrase can be used ONLY ONCE. There are THREE that you do not need to use.
(Marking: 10 x 1 = 10 points)

8 WAYS TO PERFECT YOUR WORK-LIFE BALANCE

Sometimes, busy workdays can feel like a marathon **0** L. You enter the office early to find a mountain of work waiting for you, a full inbox, and a calendar blocked out with meetings. It's no wonder so many employees have grown accustomed to **1** _____.

In a recent study by Accenture, work-life balance — ahead of money, recognition, and autonomy — **2** _____ in regards to whether or not they have a successful career. And if you're regularly working late or doing a night-shift from your home office, your work-life balance is at risk.

I firmly believe in breaking the time clock to move away from the traditional "9-to-5," but spending every evening dealing with work can be hazardous. Completing your work during designated business hours isn't just possible, it's also necessary for staying on top of your career.

Here's how to leave work at work:

Critique yourself

If your 40-hour week has transformed into something a bit closer to a 60-hour week, you owe it to yourself to review the issue. Get to the bottom of where the majority of your time is being spent during your work day to allow for increased time management and productivity. If you find yourself wasting the majority of your time managing your inbox or in meetings, **3** _____.

Deal with big tasks first

Rearrange your schedule to ensure you make the most of your time every day by dealing with bigger projects as soon as you get to the office. You're at your best earlier in the day, so taking on big tasks earlier in the day means you'll be likely to achieve more. **4** _____.

Create a schedule

Don't just make a list with all the things you have to do, go a step further and establish a schedule for your workday. For example, if you're planning on working for eight hours, **5** _____ — even the big projects — you've got on your to-do list.

Avoid falling into the time-wasting trap of replying to emails and returning phone calls. Instead, allow 30 minutes a day to take care of all of your messages and emails instead of regularly staring at your phone and inbox.

Avoid interruptions

Become militant **6** _____. Close out all unnecessary tabs on your browser, silence your phone, and put your headphones in if it'll help you work.

Turn off autopilot

Sometimes when you're racing to finish your to-do list, it's easy to go into autopilot mode until you complete your work. Taking a few breaks will actually help you work more efficiently and effectively. Once **7** _____, get up from your desk to stretch, grab something to drink, and just refresh your brain before moving onto the next thing.

Learn the power of saying "no"

You have a busy day ahead of you, **8** _____ that conference-call invitation. Sometimes we forget how important it is to say “no” when we’re busy. While it isn’t always possible to turn down every meeting invitation, try your best to excuse yourself when you’re especially busy. For example, you can ask to leave early or have someone share meeting notes with you.

Perspective

Don’t worry about the small stuff that can end up turning your to-do list into far more than it really is. Simply focus on meeting the deadlines. If you find yourself anxious about your schedule for the next day or week ahead of you — which may be a reason why you work late — **9** _____ at what needs to be accomplished so you can establish a timeframe.

Know when you’ve finished

Stop spending your evenings in the office reworking things until they’re perfect. **10** _____ — when you’ve reached it, check out for the day.

Eliminating working late and leaving work at the office often leads to better time management.

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A	about creating a distraction-free workspace
B	allow an estimated time for each project or task
C	but you still accepted
D	establish a clear definition of the end result
E	how our brain manages to deal with stress
F	it may be time for some restructuring
G	lay out your schedule to take a better look
H	move your less important tasks to be taken care of after lunch
I	spend long hours at work
J	staying late and taking work home
K	was the key determinant for more than half of men and women
L	with the finish line still miles away
M	you have completed a big task
N	you should spend more than 30 minutes replying your emails