

## **EXERCISE 7**

**Complete the text by putting the verbs in brackets into brackets into the present simple, present continuous, present perfect or present perfect continuous.**

The number of women working in the UK 1. ....(rise) steadily for several decades. In the mid-1960s, around 42% of women of working age were in employment; in the late 1990s, this number increased to nearly 70%. Today women 2. .... actually **(overtake)** men in the job market - men 3. ....**(never be)** in such a position before and it now 4. ....**(appear)** to be affecting the way view their role.

This phenomenon 5. ....**(spread)** rapidly around the world. The number of working women in the labour force in China 6. ....**(increase)** from 9% in 1980 to nearly 60% today – the highest of any country in the world. At the other extreme, only about 10% of women in Iraq and Saudi Arabia currently 7. ....**(work)**.

Although their numbers 8. .... **(increase)**, only 3% of the directors of the UK's top 1,500 companies 9. ....**(be)** female. Moreover, despite the fact that women 10. .... **(make)** progress in areas such as child-care and increased flexibility in working hours, they 11. .... **(still face)** strong discrimination. Tina Knight, who 12. .... **(have)** various jobs in industry and is now chair of Women Into Business, 13. ....**(currently lobby)** Parliament on these issues. One big mistake that successful women 14. ....**(make)**, says Tina, is to try to shut men out. We have to work alongside each other.

## **EXERCISE 8**

**Read the article and put the verb in brackets into an appropriate form. If more than one form seems possible, choose the best one.**

***Gone are the days when young women spent long, boring hours typing and taking notes.***

The 21st-century secretary is still more likely to be a woman, but there the similarities end. Today she's a key part of any working team, making decisions, running vital parts of a company and keeping everyone in line – especially when it comes to new technology. In exchange she 1. \_\_\_\_\_ (earn) more than ever before.

Recruitment director Philip Ayling, whose company 2. \_\_\_\_\_ (place) hundreds of secretaries into the highly skilled area of banking and IT in the City of London in recent years, 3. \_\_\_\_\_ (say): In the banking field you need technology skills and academic qualifications, often to degree level.

Secretaries have to understand what their team 4. \_\_\_\_\_ (do), and be prepared to fit in by working long hours and undertaking many duties.

The basic salary for such a banking job 5. \_\_\_\_\_ (range) £20,000 to £30,000 in the City, with overtime up to £6,000 a year and often bonuses. Samantha Estrin, 23, 6. \_\_\_\_\_ (work) in the City since she graduated with a degree in English, literature and language. The image of a secretary as a put-upon, worthless individual 7. \_\_\_\_\_ (disappear) entirely, says Samantha. I 8.

\_\_\_\_\_ (work) very much as part of a team. My boss, who is a director, couldn't carry out his job without me. I feel needed and I know that I 9. \_\_\_\_\_ (make) a valuable contribution to the team. The big change, says Ayling, is due to the arrival of new technology. For several years now, bosses 10. \_\_\_\_\_ (do) a lot of their own correspondence.

Now men, too, 11. \_\_\_\_\_ (enter) the profession. But senior males still have this feeling that they couldn't have a man working for them in a secretarial role, says Janet Crawford, founder of Angel Human Resources, which 12. \_\_\_\_\_ (place) senior secretaries, administrators and PAs across the UK.