

1

Your amazing memory

The age-old (1)_____ that a drowning man's whole life passes before him in a (2)_____ before he dies is perfectly true. Or so Canadian neurosurgeon Wilder Penfield, who (3)_____ research into the (4)_____ in the 1950s, concluded. And it happens not only when a person drowns, but when he or she believes death is imminent, say those who have been saved at the last (5)_____.

A curious (6)_____ of the experience is that in those (7)_____ moments of consciousness one's life is replayed backwards; forgotten people, places and events crowd into the mind's eye with (8)_____ clarity. Penfield believed that this occurs because the brain normally (9)_____ all memories, but only a special trigger can (10)_____ them, such as death, or the belief that death is imminent.

Another theory is that the temporal lobes, where memories are stored, are especially (11)_____ to interruptions in the supply of oxygen to the brain, and these in (12)_____ wreak havoc with the brain's electrical signalling system. People suffocating, drowning or being hanged, for instance, (13)_____ conscious long enough to (14)_____ the bizarre effect of this oxygen starvation. This projects every (15)_____ memory into the consciousness.

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|-----|---------------|----------------|---------------|--------------|
| 1. | A. conviction | B. belief | C. impression | D. judgement |
| 2. | A. ray | B. flicker | C. sparkle | D. flash |
| 3. | A. prepared | B. pioneered | C. developed | D. launched |
| 4. | A. phenomenon | B. happening | C. event | D. episode |
| 5. | A. time | B. period | C. point | D. moment |
| 6. | A. mark | B. feature | C. trait | D. quality |
| 7. | A. final | B. end | C. conclusion | D. eventual |
| 8. | A. absolute | B. entire | C. full | D. downright |
| 9. | A. hoards | B. deposits | C. reserves | D. stores |
| 10. | A. remind | B. remember | C. recall | D. reminisce |
| 11. | A. vulnerable | B. unprotected | C. damaged | D. powerless |
| 12. | A. order | B. place | C. turn | D. side |
| 13. | A. endure | B. remain | C. wait | D. continue |
| 14. | A. behold | B. spectate | C. witness | D. scan |
| 15. | A. vacant | B. convenient | C. employable | D. available |

Keys for 1

1B	2D	3B	4A	5D	6B	7A	8A	9D
10C	11A	12C	13B	14C	15D			

2

SECRETARIES

What's in a name? In the case of the secretary, it can be something rather surprising. The dictionary calls a secretary "anyone who (0)_____ correspondence, keeps records and does clerical work for others". But while this particular job (1)_____ looks a bit (2)_____, the word's original meaning is a hundred times more exotic and perhaps more (3)_____. The word itself has been with us since the 14th century and comes from the medieval Latin word *secretaries* meaning "something hidden". Secretaries started out as those members of staff with knowledge hidden from others, the silent ones mysteriously (4)_____ the secret machinery of organizations.

A few years ago "something hidden" probably meant (5)_____ out of sight, tucked away with all the other secretaries and typists. A good secretary was an unremarkable one, efficiently (6)_____ orders, and then returning mouse-like to his or her station behind the typewriter, but, with the (7)_____ of new technology, the job (8)_____ upgraded itself and the role has changed to one closer to the original meaning. The skills required are more (9)_____ and more technical. Companies are (10)_____ that secretarial staff should already be (11)_____ trained in, or at least familiar with, a (12)_____ of word processing packages. In addition to this, they need the management skills to take on some administration, some personnel work and some research. The professionals in the (13)_____ business see all these developments as (14)_____ the jobs which secretaries are being asked to do.

It may also encourage a dramatic (15)_____ in office practice. In the past it was usual to regard the secretary as almost dehumanized, to be seen and not heard.

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|----|-------------------|--------------|-------------|----------------|
| 0 | A. orders | B. handles | C. runs | D. controls |
| 1. | A. explanati | B. detail | C. definiti | D. characteris |
| | on | | on | ic |
| 2. | A. elderly | B. unfashion | C. outdate | D. aged |
| | | able | d | |
| 3. | A. characteristic | B. related | C. likely | D. appropriate |
| 4. | A. operating | B. pushing | C. vibratin | D. effecting |
| | | | g | |
| 5. | A. kept | B. covered | C. packed | D. held |

6.

A. satisfying

B. obeying

C. completing

D. minding
7.

A. advent

B. approach

C. entrance

D. opening
8.

A. truly

B. validly

C. correctly

D. effectively
9.

A. thorough

B. demanding

C. severe

D. critical
10.

A. insisting

B. ordering

C. claiming

D. pressing
11.

A. considerably

B. highly

C. vastly

D. supremely
12.

A. group

B. collection

C. cluster

D. range
13.

A. appointment

B. hiring

C. recruitment

D. engagement
14.

A. improving

B. intensifying

C. advancing

D. heightening
15.

A. turn

B. change

C. switch

D. swing

11. B
12. D
13. C
14. A
15. B

Keys for 2

1. C
2. C
3. D
4. A
5. A
6. B
7. A
8. D
9. B
10. A