

## Vocabulary

1 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and six words, including the word given. Here is an example (0).

0 Just keep doing the work you have.

### GET

Just *get on with* the work you have.

1 It wasn't easy to understand what I was supposed to do in my new job.

### FEET

It wasn't easy to \_\_\_\_\_ in my new job.

2 I really damaged my opportunities when I criticized the boss in an email.

### SHOT

I really \_\_\_\_\_ when I criticized the boss in an email.

3 I'm always saying the wrong thing – yesterday I told my girlfriend's mum she looked good considering how old she was!

### PUTTING

I'm always \_\_\_\_\_ – yesterday I told my girlfriend's mum she looked good considering how old she was!

4 I'm busy now, but I'll find time to write the essay later.

### ROUND

I'm busy now, but I'll \_\_\_\_\_ the essay later.

5 My dad was a professional pianist – I intend to have a similar career. I'm going to be a musician too.

### FOOTSTEPS

My dad was a professional pianist – I intend to \_\_\_\_\_. I'm going to be a musician too.

6 Don't ask me to dance! I'm hopeless at dancing!

### TWO

Don't ask me to dance! I've \_\_\_\_\_.

7 How did you avoid punishment when you kicked the football through the principal's window?

### AWAY

How did you \_\_\_\_\_ kicking the football through the principal's window?

8 Jenny always does things correctly.

### BOOK

Jenny always does things \_\_\_\_\_.

2 Use the word given in CAPITAL LETTERS at the end of each sentence to form a word that fits in the gap in the same sentence. Here is an example (0).

0 Being a nurse is an important *occupation* . OCCUPY

1 At work, Susie is very \_\_\_\_\_ – she works through each part of the project step by step. METHOD

2 What's your job? What do you do for a \_\_\_\_\_? LIVE

3 My \_\_\_\_\_ was to photograph the explorers as they climbed the mountain – it wasn't an easy task. ASSIGN

4 You should always follow the correct \_\_\_\_\_ when dealing with dangerous substances. PROCEED

5 Dan is an \_\_\_\_\_ student – he loves learning about new things and does lots of research. ENTHUSE

6 If you don't have all the tools, be \_\_\_\_\_ and improvise with what you have. RESOURCE

7 It's a \_\_\_\_\_ machine. It never breaks down. RELY

8 Erring on the side of \_\_\_\_\_ is better than cutting corners. CAUTIOUS

9 Being \_\_\_\_\_ on her work, Kim managed to finish the project before the deadline. FOCUS

10 All our staff are hard-working and \_\_\_\_\_. They value your custom. CONSCIENCE

### Grammar

3 Complete the text using the correct perfect or passive form of the verbs in brackets. There is an example at the beginning (0).

#### The thatcher

Paul Stewart (0) *has been working* (work) as a thatcher for the last five years. He is happy in the job. He used to \_\_\_\_\_ (1) (employ) by a major accountancy firm in the city. That job seems a long time ago now. Back then, he \_\_\_\_\_ (2) (earn) a lot of money, but he \_\_\_\_\_ (3) (not feel) any job satisfaction.

He doesn't regret giving up the high salary to learn a new skill. He is thankful for \_\_\_\_\_ (4) (give) the opportunity to find an occupation he enjoys. He \_\_\_\_\_ (5) (love) thatching ever since he climbed up on his first roof.

In case you don't know, thatching is a traditional craft which \_\_\_\_\_ (6) (carry) out in small villages across England since ancient times. Reeds from rivers are used as a roofing material to create beautiful and well insulated roofs. However, it isn't an easy thing to do. The reeds need \_\_\_\_\_ (7) (select) carefully and can't be used until they \_\_\_\_\_ (8) (dry) out.

The skill of the thatcher is something you don't master overnight. Paul \_\_\_\_\_ (9) (learn) his craft for over two years before he thatched his first roof and says it was one of his biggest accomplishments! By the end of the year, he \_\_\_\_\_ (10) (complete) his hundredth thatched roof. 'We're planning a little celebration to mark the occasion,' he says.

4 Complete the sentences with the correct form of the verbs in brackets. Use a passive form whenever possible.

Here is an example (0).

0 Despite *being told* (tell) the news, Stephen refused to believe it.

1 Although he \_\_\_\_\_ (fail) the previous course, Eddie was determined to enrol on the next one.

2 Over the last decade, students at the institute \_\_\_\_\_ (know) to cheat in exams on a systematic basis. This must stop.

- 3 If they continue to behave in this way, they might \_\_\_\_\_ (ask) to leave.
- 4 You can't \_\_\_\_\_ (blame) the weather for your failure to complete the course.  
It was sunny all day.
- 5 Not \_\_\_\_\_ (invite) to the wedding really upset Samantha.
- 6 I \_\_\_\_\_ (not accept) on the course until I had paid the fee.
- 7 The national stadium \_\_\_\_\_ (rebuild) right now, so international matches will take place elsewhere.
- 8 Anyone who \_\_\_\_\_ (not give) a form yet should contact Emily at the admissions desk.
- 9 All sections need \_\_\_\_\_ (fill) in before you can leave.
- 10 It's not easy \_\_\_\_\_ (tell) you aren't good enough.