

1 Complete the sentences with words and phrases in the box.

office an American airline she work hours a day work for
long hours ✓ earn much job ten to six a factory does he earn

- He works long hours . 6 Where does _____ ?
1 She works ten _____ . 7 She works for _____ .
2 I work in _____ . 8 She doesn't _____ .
3 He works in an _____ ? 9 It's a full-time _____ .
4 Who do you _____ ? 10 I work from _____ .
5 How much _____ ?

2 Complete the text.

My sister's a nurse in our local ► hospital . She only works (1) _____ -time
– about 15 hours (2) _____ week – and she doesn't (3) _____ much money.
Nurses in our country generally get (4) _____ wages. Her husband is a doctor, and he
works very long (5) _____ – sometimes 14 hours a (6) _____ . He earns
about \$90,000 a (7) _____ which is a very high (8) _____ in our country.

3 **ABOUT YOU** If you have a job, write answers to the questions. If you don't, ask someone who has a job.

- 1 What's your job? _____
2 Who do you work for? _____
3 Where do you work? _____
4 How many hours do you work? _____

4 There are mistakes in six sentences.
Find the mistakes and correct them.

- I spent a day to ~~meet~~ clients. meeting _____
1 He does a lot of phone calls. _____
2 I have a meet this afternoon. _____
3 She spends a lot of time type. _____
4 She designs offices. _____
5 Could you organizate a meeting? _____
6 I wrote the report last night. _____
7 We discussed about our problems. _____
8 I answered to the phone. _____

5 Complete the text.

I have a really interesting new job in the office of a language school. It's a ► full- time _____
job and I work from nine to five. I (1) _____ new students when they arrive at the
school, and of course, I (2) _____ the phone and (3) _____ letters and
emails. I (4) _____ a lot of time (5) _____ phone calls to help students
who don't speak much English. I really like my other (6) _____ in the office – they're
very friendly, and if I have any problems we can (7) _____ them. I also
(8) _____ meetings for my boss with important (9) _____ from other
countries. Sometimes, I (10) _____ to go to meetings with her. It's a nice place to work.