

1 Complete the sentences (1–8) with the missing words. Use the correct word form.

- Being a s_____ and operating on people is a really stressful but satisfying job.
- Mike is going to p_____ fruit at his aunt's apple orchard this summer to earn some money.
- The guests left and the waiters started to c_____ the tables.
- I applied for a secretarial job and am going for an i_____ tomorrow. I hope I don't say anything stupid.
- Tom has broken his leg and will be on sick l_____ for a month, so someone has to take over his duties.
- Tony works at the hospital and is in c_____ of a team of ten doctors.
- If you want to work for this company, be prepared to work o_____ – many people don't go home till 10 p.m.
- Mandy didn't take the job because the s_____ they offered her was much less than she expected.

2 Choose the correct word in each sentence (1–7).

- I must **make/take/do** a day off tomorrow to see a doctor.
- When the company started having financial problems, they refused to **extend/expand/stretch** their employees' contracts.
- Bill Gates gave **in/out/up** school education after reading an article on micro-computers.
- The workers decided to **go on/make/do** strike because they wanted longer holidays.
- If you're interested in this job, please fill in a(n) **contract/application/acceptance** form and send it to us by 15th March.
- The film starts in 40 minutes, so if you've finished your dessert, let's ask the waiter to **prepare/bring/deal** us the bill.
- My mother can't have a **full-time/part-time/temporary** job, because she has to pick up my little brother from kindergarten every day.

3 Complete the second sentence in each pair of the sentences (1–5), so that it has the same meaning as the first one.

- Jonathan hasn't had a pay rise for three years.
Jonathan last _____
_____ ago.
- My boss didn't give me enough time to complete the project.
My boss gave me too _____
_____ to complete the project.

- The last time I went abroad was my business trip to Japan.
I _____
_____ since my business trip to Japan.
- Robert used to be a teacher, but he's been out of work for a year.
A year ago _____
_____ his job as a teacher.

- This is my first visit to such a big office.
I _____
_____ in such a big office before.

4 Read the article about a successful businesswoman. For questions (1–10) choose the correct answer (A, B, C or D).

Shawna Tinsley is a young entrepreneur. At the age of just 23, she ¹_____ a very successful website design business. This may not seem too unusual until you find out that she ²_____ the business when she was 15 years old. In fact, she was hoping to get a ³_____, not as a website designer, but as something completely different. 'I really wanted to work outdoors that summer,' she says. 'But nobody would take me on. They kept saying I didn't have enough work ⁴_____. But what did they expect? I was 15!' Then a friend, who had his own plumbing business, asked if she knew anyone who could help him with his website. Shawna ⁵_____ already designed sites for herself and ⁶_____ friends, so they recommended her. She laughs about it now. 'My first version of his website ⁷_____ like it was for a pop star not a plumber! Anyhow, he was very patient, and we worked ⁸_____ a design that suited his business.' Shawna is happy in her work now, but she's never forgotten why she started doing it in the first place. 'I ⁹_____ two or three teenagers every summer, helping them get ¹⁰_____ experience so that it's easier for them to find a job in the future.'

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| 1 A directs | B runs | C carries | D controls |
| 2 A has started | B was started | C started | D was starting |
| 3 A job | B work | C career | D profession |
| 4 A skill | B training | C experience | D knowledge |
| 5 A was | B did | C has | D had |
| 6 A plenty | B a lot | C few | D several |
| 7 A looks | B has looked | C looked | D had looked |
| 8 A up | B out | C off | D over |
| 9 A hire | B book | C rent | D occupy |
| 10 A any | B an | C some | D the |