

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

- 1 Being a **s**_____ and operating on people is a really stressful but satisfying job.
- 2 Mike is going to **p**_____ fruit at his aunt's apple orchard this summer to earn some money.
- 3 The guests left and the waiters started to **c**_____ the tables.
- 4 I applied for a secretarial job and am going for an **i**_____ tomorrow. I hope I don't say anything stupid.
- 5 Tom has broken his leg and will be on sick **l**_____ for a month, so someone has to take over his duties.
- 6 Tony works at the hospital and is in **c**_____ of a team of ten doctors.
- 7 If you want to work for this company, be prepared to work **o**_____ – many people don't go home till 10 p.m.
- 8 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).

- 1 I must **make/take/do** a day off tomorrow to see a doctor.
- 2 When the company started having financial problems, they refused to **extend/expand/stretch** their employees' contracts.
- 3 Bill Gates gave **in/out/up** school education after reading an article on micro-computers.
- 4 The workers decided to **go on/make/do** strike because they wanted longer holidays.
- 5 If you're interested in this job, please fill in a(n) **contract/application/acceptance** form and send it to us by 15th March.
- 6 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.
- 7 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.

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

- 3 The last time I went abroad was my business trip to Japan.

I _____ since my business trip to Japan.

- 4 Robert used to be a teacher, but he's been out of work for a year.
A year ago _____ his job as a teacher.
- 5 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.'

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