

**1 Choose.**

- 1 My job involves a lot of driving but my company pays the ..... expenses.
- 2 To be an events coordinator, you need excellent ..... skills.
- 3 Dave is usually asleep at lunch time because he works ..... shifts at the hospital.
- 4 New staff must attend a ..... session before using any machinery.
- 5 The old factory was closed down because of poor ..... conditions.

**2 Complete with the right verb. The first letter is given.**

- 1 Harry, we would like to p..... you to a more senior position in the company.  
Congratulations!
- 2 At age 65, Mr James will r..... from his job and live off his pension.
- 3 Jack q.....s his job to start his own business.
- 4 A job offer isn't guaranteed until you s..... a legal contract.
- 5 We will o..... the job to the most suitable candidate.

**3 Complete the dialogues by choosing A, B or C.**

- 1 X: Could you arrange a staff meeting for this afternoon, Jane?

Y: .....

- A Of course. What time?
- B What was it about?
- C Where was it held?

- 2 X: The job does involve some manual work.

Y: .....

- A I can work under pressure.
- B That's not a problem for me.
- C The working conditions are great.

- 3 X: Would you like to come out after work?

Y: .....

- A It was really tiring.
- B Sorry, I've got no energy for it.
- C It's a busy day at work.

- 4 X: What is Matt's training session about?

Y: .....

- A Customer service skills.
- B He's good with people.
- C It will be worthwhile.

- 5 X: I should be getting a pay rise soon.

Y: .....

- A It's not bad.
- B It's worth it.
- C That's fantastic news.

**4 Circle the correct item.**

- 1 We all congratulated Claud on his ..... to Sales Director.  
A rise                      B offer                      C promotion                      D commission
- 2 Shelley has a job with an insurance company, where she earns a monthly ..... of £2,500.  
A salary                      B wage                      C dole                      D pension
- 3 As Chief ....., Mr Brookfield has the final say in the running of the company.  
A Manager                      B Supervisor                      C Administrator                      D Executive
- 4 Ben has a government job as a civil ..... in the Ministry of Education.  
A worker                      B servant                      C assistant                      D counsellor
- 5 Myra has been with the company for five years and her current ..... involves training new staff.  
A position                      B work                      C shift                      D experience

**5 Choose the correct item.**

- 1 I work in the human **resources** **relations** department of the firm, so I have to interview prospective employees.
- 2 A free health-care package is one of the **increments** **perks** of this job.
- 3 There's a great team **discrimination** **spirit** in my office, with everyone willing to help each other.
- 4 Michael had been working for so long without a holiday that he began to suffer from a job **stress** **burnout**.
- 5 No previous experience is necessary, as we offer excellent training **opportunities** **benefits** to the right candidate.

**6 Choose the correct item.**

- 1 After the company suffered severe financial losses, it was forced to ..... a hundred employees redundant.
- 2 Do you mind if I ..... the afternoon off work on Friday?
- 3 The manager called the cashier into the office to ..... her the sack for stealing.
- 4 Some of the staff were experiencing some problems, so the chairman decided to ..... an urgent meeting.
- 5 The Greens own and ..... their own company single-handedly.

**4 For sentences 1-5, translate the fragments in brackets into English to create logical and grammatically correct sentences. Use up to five words in each gap.**

- 1 Tuesday is the day ..... (w którym musimy) finish our project.
- 2 Do you know why Tim ..... (złożył rezygnację) last Friday?
- 3 As Human Resources Manager, I ..... (jestem odpowiedzialny za zajmowanie się) any problems staff may have.
- 4 Mr Jones was busy when I phoned and his secretary asked if ..... (mógłby do mnie oddzwonić) later.
- 5 The restaurant is run by a team of five, ..... (z których wszyscy są) qualified chefs.