

VERBS AND PREPOSITIONS

Complete the text using the correct form of a verb from box 1 and a preposition from box 2 in each space. Not all the words are needed.

Dealing with difficult people at work

Does someone you work with constantly ¹ criticize you for every little thing? Maybe they ² _____ you _____ their mistakes, or ³ _____ you _____ doing things you haven't actually done? If this sounds familiar, you're not alone. Millions of people experience these kinds of problems at work. But how can you deal with it, without making things worse?

Of course, you could just ⁴ _____ a different job. But don't ⁵ _____ that solving the problem. You might just find the same sort of person at your next place of work.

People will advise you to stand up to a bully, but it's important not to get into an argument. Just describe the behaviour you don't like and ⁶ _____ it changing. For example, you could say, 'You regularly make jokes about what I look like. This is inappropriate and I don't want to hear any more.'

The bully may ⁷ _____ this by saying that it was 'just a bit of fun', or not taking you seriously, but just keep repeating what you said calmly.

⁸ _____ yourself _____ any further problems by keeping a record of what is said, or what happens, and note if there are any other witnesses. If the issue doesn't improve, take it to management to deal with.

criticize
accuse
apply
blame
count
expose
insist
react
prohibit
protect
protest

for
against
for
from
of
on
to