

Vocabulary

1 Complete the sentences with the missing words.

- 0 I've always dreamt of being a secondary school teacher.
- 1 Maybe next year I'll get five weeks' paid _____.
- 2 My job is _____. It's difficult but I'm happy I learn a lot of new things.
- 3 John got the job because he's got excellent personal _____.
- 4 The _____ at our hotel was very nice and helped us with the luggage.
- 5 People think that _____ pilots have a lot of time to go sightseeing, but is this true?

2 Complete the sentences with the missing prepositions.

- 0 Are you going to apply for that job or not?
- 1 She said she's available for an interview _____ any time.
- 2 Who was responsible _____ preparing this report?
- 3 Our boss doesn't put _____ with employees coming to work late.
- 4 If John doesn't find a job soon, he will have to rely _____ his parents' money for the rest of his life.
- 5 My boss doesn't think we should take _____ more workers, but we all do! There's much too work for us.

Grammar

3 Complete the sentences with the correct form of the verbs in brackets.

- 0 If Thomas were a bank manager, he wouldn't be (not / be) so badly paid.
- 1 My boss _____ (not / have) anything against it if I wanted to go on holiday next week.
- 2 I _____ (give) you a lift to the airport if I didn't have a conference call now.
- 3 I'd be an accountant if I _____ (be) good at Maths.
- 4 If she _____ (not like) Chemistry, she wouldn't be a Chemistry teacher.
- 5 What _____ (you / do) if you had problems at work?

4 Complete the second sentence so that it has a similar meaning to the first. Use the words in CAPITALS.

- 0 Smoking is not permitted here. SMOKE
You mustn't smoke here.
- 1 Don't buy any pens – we've got a lot of them in the office. NEEDN'T
_____ any pens – we've got a lot of them in the office.
- 2 Is it necessary for you to wear a suit to work? HAVE
_____ a suit to work?
- 3 Is it permitted to work from home sometimes? CAN
_____ from home sometimes?
- 4 It's really important that I call my accountant tomorrow. REMEMBER
_____ to call my accountant tomorrow.
- 5 Why don't you have a break now? SHOULD
_____ a break now.

Use of English

5 Choose the correct option, A, B or C to complete the text.

Franny Hall

At what age do you think you will stop working? Sixty? Seventy-five? Ninety? People in most countries ⁰ **A** when they are in their sixties, but that is not the case for Franny Hall, a ninety-year-old skiing ¹ from New York. Does Franny think her job is ² ? Not really! She still goes to work every day even though she ³ have an operation on her knee not too long ago. And she's just as good at skiing as someone half her age. Franny doesn't have a ⁴ – she is self-employed, working at a school she owns with her daughter. Franny is like a friendly granny on skis. If I ⁵ skiing lessons, I would ask Franny to teach me!

- 0 **A** retire **B** apply for a job
 C go on holiday
- 1 **A** doctor **B** training **C** instructor
 2 **A** tiring **B** tired **C** tire
 3 **A** had to **B** didn't need to **C** must
 4 **A** career **B** boss **C** work
 5 **A** will need **B** need **C** needed

6 Complete both sentences with one word.

- 0 I am looking for a job as an interpreter.
 We are looking forward to your reply.
- 1 If I _____ you, I wouldn't worry about it.
 You can't do anything today.
 We _____ really embarrassed when he said that.
- 2 You need to _____ training before you start working.
 Sometimes we have to _____ long hours.

- 3 Have you _____ a business before, or is this your first time?
 I often go for a _____ after work. That's why I'm so fit.
- 4 My sister _____ excellent eyesight when she was a kid, but now she wears glasses.
 I _____ to tell him the truth. I couldn't lie to him again.
- 5 John works long hours and he doesn't take many days _____.
 My desk is tidy and nothing puts me _____ my work.