

1 Underline the correct answer, a), b) or c).

- 1 I b to go to bed early tonight because I'm catching a flight to Majorca at 6.30a.m.
 a) used b) have c) would
- 2 If my boss asks why I want the day off, what _____ I say? Let's face it, I don't want him to know I have an interview for a new job.
 a) should b) wouldn't c) must
- 3 You're very lucky you _____ work at weekends. I usually do and it's really not much fun!
 a) mustn't b) shouldn't c) don't have to
- 4 The doctor told her that she _____ carry anything heavy for three months after the operation. He said it would be dangerous.
 a) should b) mustn't c) didn't have to
- 5 They _____ invest in that company. It isn't doing very well at the moment and they might lose all their money.
 a) must b) shouldn't c) don't have to
- 6 I was really surprised when I was told I _____ go for a second interview. I thought they would make their decision after the first round of interviews.
 a) should b) have to c) had to
- 7 When you get to the security control in the airport, you _____ take off your shoes and belt.
 a) has to b) have to c) shouldn't
- 8 We _____ hold another meeting so we can discuss which employees will lose their jobs next month.
 a) have to b) had to c) mustn't
- 9 You _____ enjoy your job but it helps if you do. After all, we spend so many years of our lives working!
 a) must b) should c) don't have to
- 10 Do you think I _____ tell him why I don't want to go out with him? Is it a good idea?
 a) should b) had to c) don't have to
- 11 I _____ lose some weight before June. I bought a beautiful dress for Sheila and Lee's wedding but it's a bit tight and I don't want to be uncomfortable.
 a) had to b) don't have to c) must

2 Complete the text with one word in each gap.

When I was young, I never realised how my childhood was different to those of my friends. But I do now. Their dads all ¹ worked in the UK but mine always worked abroad. As a child, I ² _____ very happy and I didn't mind the fact that Dad ³ _____ always at home. In fact, I ⁴ _____ use to think about it very much. We never ⁵ _____ to see him for months but when we ⁶ _____ school holidays or a long weekend, my mum, my sister and I ⁷ _____ always go and stay with him. I ⁸ _____ to love visiting him and I clearly remember all the countries he worked in. As a child, I ⁹ _____ a lot of countries and I loved them all. Every time we went to see Dad, it ¹⁰ _____ be an adventure because we always ¹¹ _____ out about a new place.

3 Match 1–6 with a)–f) to match the personal qualities with their descriptions.

- | | |
|---|----------|
| 1 Christina is so competitive that she | <u>c</u> |
| 2 Tina is very indecisive. She | _____ |
| 3 Ben always does his best | _____ |
| 4 Kim is a good communicator | _____ |
| 5 In his job, Phil needs to think outside the box | _____ |
| 6 Linda loves being a risk taker | _____ |
| a) and everyone enjoys her presentations. | |
| b) and says the danger makes life exciting. | |
| c) always has to come first. | |
| d) and is very hard-working. | |
| e) can never make up her mind. | |
| f) and creatively solve problems. | |

4 Underline the correct alternative.

- 1 Jim's just lost his work/job.
- 2 Have you ever heard/listened a lion roar?
- 3 Why didn't you remember/remind me to buy some milk?
- 4 I've forgotten/left my wallet at home!
- 5 Sandra's birthday party was great funny/fun. I really enjoyed it!
- 6 If you hear/listen to the radio everyday, your English will improve.

5 Complete the extreme adjectives.

- 1 Their new house has five bedrooms and three bathrooms, and the downstairs area is absolutely enormous.
- 2 It's a w_____ place. The people are really friendly and the food is amazing! I know you'll love it.
- 3 If I were you, I'd wear a warm coat. It might look sunny but it's actually f_____ outside.
- 4 I'm so excited about Marielle's dinner party next week. She's such a great cook and her food is always so d_____.
- 5 I'm not surprised you're e_____ – you've just run a marathon! Come and sit down and try and get your energy back.
- 6 The film was so a_____ that I walked out after ten minutes. That type of movie just isn't my cup of tea.

6 Underline the correct alternative, a), b) or c).

- 1 After three months of being out of b, I was starting to feel depressed. I needed to find a job – and soon.
a) job b) work c) salary
- 2 Joel works at the company's Paris office and is in _____ of a team of twenty.
a) work b) competition c) charge
- 3 My brother has _____ his own IT company for over ten years and is about to go international with it.
a) worked b) charged c) run
- 4 He was so excited about starting his own company that he never thought his business _____ might fail.
a) idea b) interview c) competition
- 5 In my opinion, a high _____ is not the most important thing about a job. Job satisfaction is more important than money.
a) charge b) salary c) leader
- 6 We weren't surprised to hear Alan got _____ by our boss last week. He always turned up late and never seemed to do much work when he was here.
a) work b) fired c) charged

7 Complete the conversation with the phrases in the box.

a good idea ~~First of all~~ good point
 Let's focus Let's sum moving on
 not sure OK by really feel that
 way I see we need to

- A: OK, so we're going to decide on where to open our new office. ¹ First of all, I need to decide on the location. Then we'll discuss the number of new staff we'll need.
- B/C: OK.
- A: Right. ² _____ on the ideas we have for location. Last time we discussed Cardiff and Bristol, but we need to decide between them.
- B: I ³ _____ Cardiff would be a nicer place for our office. I know it is a smaller city but it is developing fast as an area for small businesses.
- C: Hmm. I'm ⁴ _____ that I agree, actually. I really feel that Bristol would be better. The ⁵ _____ it is that Bristol is much bigger and will give us the most custom.
- A: It's also closer to the main motorways and is only a few hours from London.
- B: That's a ⁶ _____.
- A: So, shall we say we'll look into the office we've seen in Bristol?
- B/C: Yes, OK.
- A: Good. So, ⁷ _____ to the next point, how many staff are we going to need?
- C: Hmm. I think to begin with we should employ fifteen people to cover our basic needs.
- B: I'm not sure that's ⁸ _____. We talked about some of our London staff moving to the new office. So, I really feel we should start with less.
- A: I agree. I think ⁹ _____ consider salaries. What about employing five new people first?
- B/C: That's ¹⁰ _____ me.
- A: So, are we all agreed? ¹¹ _____ up what we've decided. We're going to open our new office in Bristol and employ five new members of staff. Is that right?
- B/C: Yes, I think so. That's right.