UNIT 6

Vocabulary

Time and work

Topic vocabulary: Time

see page 227 for definitions

abrupt (adj)	era (n)	millennium (n)	punctual (adj)
anachronism (n)	eternal (adj)	obsolete (adj)	seasonal (adj)
annual (adj)	expire (v)	overdue (adj)	simultaneous (adj)
antique (adj, n)	frequency (n)	period (n)	span (v, n)
century (n)	instantaneous (adj)	permanent (adj)	spell (n)
chronological (adj)	interim (n, adj)	phase (n)	stint (n)
contemporary (n, adj)	interval (n)	postpone (v)	subsequent (adj)
decade (n)	lapse (v, n)	prior (adj)	temporary (adj)
duration (n)	lifetime (n)	prompt (adj)	timely (adj)
elapse (v)	long-standing (adj)	provisional (adj)	vintage (n, adj)

Topic vocabulary: Work

see page 228 for definitions

civil service (n phr)	efficient (adj)	marketing (n)	recruit (v, n)
client (n)	executive (n)	multinational (n, adj)	redundant (adj)
colleague (n)	fire (v)	promotion (n)	sack (v)
consultant (n)	headhunt (v)	prospects (n pl)	strike (v, n)
effective (adj)	leave (n)	public/private sector (n phr)	union (n)

Phrasal verbs

crop up	appear or happen suddenly or unexpectedly
dive in	start doing something in a very enthusiastic way
end up	be in a particular place or state after doing something or because of doing it
kick off (with)	begin (with)
knock off	stop working
knuckle down	start working hard, especially when you should have done this earlier
lay off	end someone's employment, especially temporarily, because there is not enough work for them; stop doing or using something, especially for a short period of time
lie ahead	if something lies ahead, it is going to happen to you in the future
make up	work at different times from usual because you have not worked enough at the normal times
press ahead/on (with)	continue doing something in a determined way, despite difficulties, opposition or interruptions
set out	start doing or working on something in order to achieve an aim *outset (n)*
snow under	if you are snowed under, you have too much of sth to deal with
take on	start to employ someone; accept some work or responsibility
tide over	help someone to get to the end of a difficult period of time, especially by giving them money until they can get some more
while away	spend time in a relaxed way when you have nothing else to do
wind down	end or finish something gradually; gradually reduce work before stopping completely; relax after a period of excitement or worry

Phrases, patterns and collocations

about partly/mainly/all about, do sth about, about time, about to do

age act your age, (at/by/from) the age of, under age, school/working/etc age, with age, age limit, age bracket/group, (in the) Stone/Bronze/Iron Age

ages take/spend ages (doing), ages ago, seems/feels like ages (since)

course run its course, in/during the course of, in due course, on a course, course of action/events

day make sb's day, day by day, from day to day, any day now, in this day and age, day off, day out, day trip

end come to an end, bring sth to an end, put an end to, at/by the (very) end (of), no end in sight (to), at an end, (for) hours/weeks/etc on end, in the end

LIVEWORKSHEETS

Phrases, patterns and collocations

ever hardly ever, if ever, first/only/etc sth ever (to), bigger/better/etc than ever, as ever, ever since, forever/for ever

hours keep regular/late hours, work long hours, for hours (on end), (during) school/working/etc hours, at/until all hours, after hours, out of hours

job get/find/take/do a job, it's a good job, leave/lose your job, make/do a good/bad job of, make the best of a bad job, have a job to do / doing, sb's job to do, out of a job, on the job, job losses

moment take/be a moment, just/wait a moment, any moment (now), at the moment, at this/that moment in time, in a moment, the right moment (to/for), the moment of truth

never you never know, never again, never mind, never mind if/whether/etc, never ever, never-ending

now now is the time to, from now on, for now, up to now, right now, now that, any day/moment/etc now, just now, every now and then/again, nowadays

office take office, run for office, public office, head office, office holder, office block, office hours, office party

on on time, on and on, on end, from now/that moment/then on, You're on!

second give/take sb a second to do, in a second, within seconds, seconds later, a split second

start have/make a good/fine/bad/etc start, get off to a good/flying/head/bad/etc start, make a start (on/at), (right) from the start, for a start, (at/from the) start of, get (sth) started

term in the long/short term, end of term, term of/in office, term time, prison/jail term, fixed term, long-/short-term

time pass the time, spend time, make time, find the time, take time, in/on time, by the time, time after time, part-time, full-time, time frame, time limit

work work on/in/with/as/at/for, work like magic, work both ways, work a treat, work wonders, work your way (through/around), at work, out of / in work, piece of work

year years of age, years old, year on year, for years, not/never in a million years, leap year

Idioms

a stitch in time (saves nine)	used for saying that it is better to solve a problem now, rather than leave it until later when it may be more difficult to deal with
all in good time	used for telling someone to wait for something and not try to make you hurry
at the drop of a hat	immediately or in a way that shows that you have no doubts about doing something
before your time	used for saying that something happened or existed before you were born or before you lived or worked somewhere
for good	permanently, without the possibility of change in the future
for the time being	for now
from time to time	sometimes, but not often
in/for donkey's years	an extremely long time
in the nick of time	just in time to prevent something bad happening
once in a blue moon	very rarely
on the spur of the moment	if you do something on the spur of the moment, you do it suddenly and do not take time to plan it or think carefully about it
the other day	recently

Word formation

antique	antiquity, antiquated
apply	reapply, misapply, applicant, application, (in)applicability, (in)applicable, (mis)applied
compete	competition, competitor, competitiveness, (un)competitive(ly)
employ	(un)employment, underemployment, employer, employee, (un)employed, underemployed, (un)employable
end	ending, unending, endless(ly)
event	eventuality, (un)eventful, eventual(ly)
expect	expectation, expectancy, expectant(ly), (un)expected(ly)
future	futurist, futuristic(ally)
history	historian, historic, historical(ly)
incident	incidence, coincidence, incidental(ly), coincidental(ly)
job	jobbing, jobless
last	outlast, lasting, everlasting, lastly
manage	mismanage, manager, manageress, (mis)management, (un)manageable, mismanaged, managerial, managing
moment	momentous, momentary, momentarily
period	periodical, periodic(ally)
produce	producer, product, productivity, production, counterproductive, (un)productive(ly)
time	mistime, timer, timing, overtime, timetable, timelessness, (un)timely, timeless(ly)
work	rework, overwork, worker, works, reworking, workplace, overworked, working, (un)workable

LIVEWORKSHEETS

Topic vocabulary: Time

A Write a word from the box in each gap.

obsolete • overdue • provisional • punctual • seasonal • simultaneous • temporary • timely

1 'I'll only be working here for a couple of weeks. I'm a ..... worker.'
2 'It couldn't have happened at a better time! What a ..... arrival!'
3 'It depends on the time of year. It's a ..... problem.'
4 'I get to work at nine o'clock on the dot every day. I try to be ..... .'
5 'We both said it at exactly the same time. Our answer was ..... .'
6 'We can't use that software on our new computers. It's ..... !'
7 'It's the first draft of the text. We can change it later if we want. It's only ..... .'
8 'They should have sent that to us ages ago. It's long ..... .'

B Write a word from the box in each gap.

century • era • frequency • millennium • phase • span • spell • stint

1 We live in a/an ..... of mass communication.
2 After a short ..... of being unemployed, I decided to set up my own business.
3 It was in the twentieth ..... that humans first developed nuclear weapons.
4 Despite advances in technology, no human being will ever live for a ..... in my opinion.
5 The council is planning to increase the ..... of buses to the city centre.
6 I did a brief ..... in the navy, and then decided it wasn't for me.
7 I've got a very short concentration ..... .
8 It's just a ..... that most teenagers go through. Don't worry!

C Choose the correct word.

Dear Alan,
I am writing to thank the organisation for the (1) ..... service I received when my membership (2) ..... .
As you may know, I am a (3) ..... member of the Chaversham (4) ..... Car Club, having spent most of my (5) ..... working with cars built in the (6) ..... following the First World War.
Indeed, I was under the impression that I did not have to renew my subscription each year as I had been granted the status of '(7) ..... member' for the (8) ..... I spent as Chairperson of the organisation in the 1970s. I was therefore more than a little surprised to receive a rather (9) ..... e-mail from the club saying that as three months had (10) ..... since my membership ran out I was no longer eligible to attend the (11) ..... dinner next month. I, of course, immediately replied, stating the facts as I saw them.
I received a (12) ..... e-mail from the same person, apologising for the confusion, explaining that although I did not have to pay to renew my subscription, I still had to renew it. They kindly explained how I could do this online, and I must say I was most impressed with the whole thing, as the change from my being a non-member to being a member again was literally (13) ..... .
I am now looking forward to meeting up with some of my (14) ..... at the dinner next week. I hope to see you there.
Warmest regards,
Robert Thompson

LIVEWORKSHEETS

1	A prior	B prompt	8	A period	B interval
2	A postponed	B expired	9	A interim	B abrupt
3	A long-standing	B timely	10	A lapsed	B elapsed
4	A Vintage	B Antique	11	A annual	B eternal
5	A spell	B lifetime	12	A subsequent	B temporary
6	A duration	B decade	13	A simultaneous	B instantaneous
7	A chronological	B permanent	14	A anachronisms	B contemporaries

Topic vocabulary: Work

D Write a word from the boxes in each gap.

1 Would you like to work for a large ..... corporation?
2 How much budget is there for the ..... campaign?

marketing • multinational

3 Charlene is a freelance business ..... ; companies hire her to solve particular problems they are facing.
4 My dad's a senior ..... in a huge American corporation.

consultant • executive

5 The advertising campaign was ..... in that it increased sales by over 50%.
6 Robots are often much more ..... than people because they can work 24 hours a day without getting tired, and they don't make mistakes!

effective • efficient

7 The paper had to make several journalists ..... last week due to loss of sales.
8 Darren's home on ..... from the army at the moment.

leave • redundant

9 How long is the union planning to ..... for?
10 They wouldn't ..... someone just for stealing a bit of stationery, would they?

fire • strike

11 Sue used to work here, but then she was ..... by a major law firm.
12 I can't believe they ..... Jack just for taking a few paperclips home with him.

headhunted • sacked

E Circle the correct word.

If you're about to graduate but are unsure what to do next, why not consider a career in the (1) **state / civil** service?
Working in the public (2) **area / sector** provides job security and job satisfaction. There are excellent (3) **prospects / predictions** for (4) **promotion / progress**, and you'll know you're doing something to benefit society. You'll be working with highly experienced and professional (5) **colleagues / clients** in a modern, friendly working environment, and you'll receive a competitive salary too. We also respect our staff's right to be part of a (6) **club / union**.
We want to (7) **recruit / elect** the brightest and the best. If you think you fit the bill, fill in an application form today.

LIVEWORKSHEETS

Phrasal verbs

F Choose the correct word.

1 I'm so ..... under with work at the moment – it's awful!
A iced B rained C snowed D fogged

2 The company's announced it's ..... off over 1,000 workers.
A leaving B laying C setting D giving

3 They're planning to ..... down their operation in Greece and concentrate on Eastern Europe.
A wind B tie C roll D stretch

4 I'm not sure if I'm doing it right, but I'll try to ..... ahead with it anyway.
A drive B bang C touch D press

5 Something's ..... up, so I'm afraid I won't be able to make it this afternoon.
A shown B pulled C cropped D cut

6 Could you lend me some money to ..... me over to the end of the month?
A hand B tide C get D make

7 I didn't ..... out to be a millionaire – I just wanted to run a successful business.
A set B go C begin D watch

8 Mona's going to leave early this afternoon but she says she'll ..... up the hours tomorrow.
A find B make C catch D bring

G Write a phrasal verb from the box in the correct form in each gap.

dive in • end up • kick off • knock off • knuckle down • lie ahead • take on • while away

1 If the business does well, I'll hopefully be able to ..... a part-time assistant in the spring.
2 We ..... having to scrap the whole advertising campaign and start again.
3 Let's ..... this session by introducing ourselves, shall we?
4 Josh can ..... a whole day playing online computer games with his mates.
5 No teenager really knows what ..... for them career-wise in the future.
6 That's enough TV! It's time to ..... and get on with your homework now.
7 I usually ..... work at about half five so I'm home by six thirty most nights.
8 As soon as the food was brought out, everyone ..... and helped themselves.

H Phrasal verbs with *away*, such as *while away*, are often connected to the idea of an action continuing for a long time. Which of these phrasal verbs with *away* are also connected to this idea?

1 Mary was **beavering away** at her desk when I last popped in to see her.
2 Let's **break away** from the main crowd and go over there for a while.
3 You can't **explain** it **away** as a simple mistake. You did it on purpose!
4 I think I'll **give** these old clothes **away**. Do you know any charity shops around here?
5 My fingers are tired! I'**ve been hammering away** at this keyboard for hours.
6 I'm sorry to tell you that your great-grandfather **passed away** during the night.
7 Keep **plodding away** and you'll finish your novel eventually.
8 Can we have a break? We've been **slaving away** all morning.
9 We can hear Carol **typing away** at her keyboard from the living room.
10 Don't disturb your father. He's **working away** on some designs at the moment.

LIVEWORKSHEETS

Phrases, patterns and collocations

I Write one word in each gap.

1 The President's just been elected to a second term ..... office.
2 I don't know how anyone can sit in front of a computer for hours ..... end.
3 My great-grandmother used to work ..... a servant in a huge mansion.
4 My exam results should come ..... day now.
5 Applicants must be at least 18 years ..... age.
6 You'd better start working a bit harder or you'll be ..... of a job!
7 Never mind ..... you get paid for it or not, you can't work this weekend. We're going to a wedding!
8 ..... the time Jeremy got there, we'd already left.

J Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

1 The government needs to stop this ridiculous bureaucratic system. **put**
The government needs to ..... this ridiculous bureaucratic system.

2 No one except Jake has ever beaten me at a game of chess. **only**
Jake ..... beat me at a game of chess.

3 It's time we began to sort through these cupboards. **start**
It's time we ..... through these cupboards.

4 Julie asked for a second's thinking time before she answered. **just**
'Could ..... think before I answer?' asked Julie.

5 I can't really remember the last time I had a day off. **ages**
It feels ..... I had a day off.

6 Sorry, Alan, but right now I'm rather busy. **in**
Sorry, Alan, but at ..... I'm rather busy.

7 They painted the wall very well. **made**
They ..... the wall.

K For each question, write one word which can be used in all three sentences.

1 Jenny, ... you've been here for three years, we need to start thinking about your promotion.
I'm sure Harold was here just ..... , wasn't he?
You can share my computer for ..... , but they'll have to get you your own quite soon.

2 Thanks so much for the flowers – they really made my ..... .
My grandparents love going on ..... trips to towns by the sea.
You'd think that, in this ..... and age, a 25 year old would know what a blog is.

3 I was just ..... to go home, but that's okay.
It's ..... time you got home – we've been worried sick!
We're definitely going to have to do something ..... increasing our market share.

4 I should get a reply from them any ..... now.
It'll only take them a ..... to update the website.
Now is the ..... of truth!

LIVEWORKSHEETS

5 We're definitely living in the ..... of information.
This particular wine doesn't really mature with ..... .
It's time you started acting your ..... , young man!

6 It's just a typical 1960s ..... block.
The media start prying into your private life when you run for public ..... .
You'd better talk to Derek at head ..... .

7 I began to realise in the ..... of the meeting that my proposal was not going to be accepted.
We're going to have to decide on a ..... of action to take.
All they said was that they'd contact me in due ..... .

8 I do hope we're going to arrive ..... time.
How anyone could work in that office for years ..... end I just don't know.
Jim bet me that Doug was going to get the sack so I immediately said: 'You're ..... !'

Idioms

L Each of the words in bold is incorrect. Rewrite them correctly.

1 I haven't seen Carol in **monkey's** years. I wonder what she's doing these days.
2 When I started work here, we didn't have e-mail or even fax machines. That was long before your **moment**.
3 I was talking to Sandra in the Personnel Department the **recent** day and she didn't mention redundancies.
4 I nearly sent that e-mail to Dave by mistake, but luckily I realised in the **bill** of time.
5 Tina's happy with her job for the time **coming**, but I expect she'll start looking for a new one in a year or so.
6 The boss might take you out for a meal once in a blue **planet**, but don't expect it to happen any time soon!
7 Sheila says she's given up smoking **with** good and that she'll never have another cigarette as long as she lives.
8 I get to go on business trips from **once** to time, but it's certainly not a regular occurrence.
9 I invited Graham to dinner on the **edge** of the moment. I'm sorry I didn't ask you first.
10 Let me know if you need help and I'll be there at the drop of a **pen**!
11 'Have you finished the reports yet?' 'Not yet. All in **nice** time!'
12 The photocopier still worked, but I thought it needed a service. You know what they say: 'a **repair** in time saves nine' and all that!

Word formation

M Each of the words in bold is in an incorrect form. Rewrite them correctly.

1 The salary they offered me exceeded my wildest **expecting**!
2 I hope I **last** his previous secretary – she only worked here for a week!
3 Once you've been self-employed for a while, it's very difficult to become just another company **employer** again.
4 Hargreaves & Son are one of our main **competitions**.
5 There were over 100 **appliers** for the position, apparently.
6 Your supervisor will be checking up on you **period**.
7 If this project's successful, the possibilities for expansion are **unending**.
8 A good business suit is **timely** – it never goes out of fashion.
9 The building looks a bit **future** from the outside but it's quite traditional inside.
10 You have to be prepared for every **event** in this line of work.
11 Getting angry with your boss is **productive** because it'll just make a bad situation worse.

LIVEWORKSHEETS

N **The prefix *counter-*, as in *counterproductive*, is sometimes used with nouns, adjectives and verbs to suggest the idea of 'opposite'. Write each of these words with *counter-* in the correct gap.**

counteract • counterattack • counterbalance • counterculture • counterintelligence
countermeasures • counteroffensive • counterpart

1 As a spy during the war, I was often involved in ..... , where we tried to stop the enemy from discovering our secrets.
2 The government will have to take some ..... to stop inflation from increasing.
3 The reports by independent journalists will hopefully ..... the government's inaccurate propaganda.
4 The army's planning to mount a ..... later today.
5 You'll have to speak to my ..... in the New York office.
6 We have to ..... this rise in crime by toughening up the sentencing laws.
7 I'm not interested in mainstream art; I'm far more concerned with art produced in the ..... .
8 If he accuses me of lying, I'm going to ..... by saying I know he lied about the sales figures last month.

O **Use the word given in capitals at the end of the line to form a word that fits in the space in the same line.**

Margaret Thatcher

Few British politicians have aroused more passion than Margaret Thatcher, who was Prime Minister from 1979 until 1990. It is not (**1**) ..... that, during her premiership, Britain	INCIDENT
went through a period of (**2**) ..... change. Those who support Thatcher's policies say	MOMENT
she was responsible for changing Britain's (**3**) ..... union laws and smashing union	ANTIQUE
power, paving the way for the creation of a modern, (**4**) ..... economy which required	COMPETE
much higher (**5**) ..... , efficiency and wage-restraint on the part of the	PRODUCE
(**6**) ..... than in the past. One of her core beliefs was that it was (**7**)	WORK/MANAGE
which was responsible for running companies, rather than unions or the government.	
Critics of Margaret Thatcher point to the very high (**8**) ..... figures of the 1980s – the	EMPLOY
official (**9**) ..... total had risen from just over one million people out of work in 1979	JOB
to over three million by 1982.	
When Margaret Thatcher realised that she had lost the support of many of her MPs in November 1990 and stood down as Prime Minister, the nation was split. Some saw her resignation as	
(**10**) ..... , and wished she would continue. Others felt it could not have come too	TIME
soon. Even today, (**11**) ..... and economists are divided as to whether her legacy was	HISTORY
positive or negative overall.	

LIVEWORKSHEETS

REVIEW

3 Units 5 and 6

A **Use the word given in capitals to form a word that fits in the space.**

(**1**) ..... (**WORK**) at Shepparton Carpets Ltd voted today to continue with their industrial action. Union leader Elaine Watkins issued a statement saying: 'Although we do not envisage an all-out strike at this stage, everyone at the plant will continue to refuse to work (**2**) ..... (**TIME**) until this dispute is settled. We urge (**3**) ..... (**MANAGE**) to reconsider their proposals.' The industrial action, which began three weeks ago, has affected (**4**) ..... (**PRODUCE**) at the factory. Joe Turner, Managing Director of Shepparton Carpets, has, however, refused to bow to union demands. 'If Shepparton Carpets wants to survive, it has to become more (**5**) ..... (**COMPETE**),' he said. 'It is my responsibility as an (**6**) ..... (**EMPLOY**) of over 500 (**7**) ..... (**EMPLOY**) to ensure this company continues to make a profit. (**8**) ..... (**PERIOD**), we have to make changes to improve efficiency. If we don't, we'll all be out of a job. It may not be pleasant, but it is essential. Some of the working practices at the factory are, frankly, (**9**) ..... (**ANTIQUE**) and totally (**10**) ..... (**APPLY**) to the modern world. I just wish the unions would work with me on this, rather than fighting me every step of the way.'

(1 mark per answer)

B **Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.**

11 That medicine was very effective and I started to feel better immediately. **magic**
That medicine ..... and I started to feel better immediately.

12 The day started really well when we heard that Bob had been given his own TV series. **flying**
The day ..... when we heard that Bob had been given his own TV series.

13 I do like this job, but I sometimes wonder if I've chosen the right career path. **again**
I do like this job, but ..... I wonder if I've chosen the right career path.

14 The headmaster was determined to stop all bullying at the school. **end**
The headmaster was determined to ..... to all bullying at the school.

15 No one nowadays believes in witches, do they? **age**
No one ..... believes in witches, do they?

16 We were just about to leave for the airport when we heard all planes had been grounded. **point**
We were ..... for the airport when we heard all planes had been grounded.

17 I'll just finish this e-mail and then I'll be with you. **second**
It ..... finish this e-mail and then I'll be with you.

18 Ralph would hand in his resignation immediately if he could find a better job. **hat**
Ralph would hand in his resignation ..... if he could find a better job.

(2 marks per answer)

LIVEWORKSHEETS

C Write one word in each gap.

19 Are you really snowed ..... with work at the moment?
20 Could you lend me five euros to tide me ..... until I get my pocket money?
21 Something's cropped ..... so I'm afraid we'll have to postpone the meeting.
22 We'd better not take ..... any more staff until sales increase.
23 I can easily while the whole afternoon ..... reading a good book.
24 What time does Jenny usually knock ..... from work?
25 The Prime Minister is determined to press ..... with the changes despite concerns from his own MPs.
26 Over 3,000 workers were laid ..... when the company moved its factory abroad.

(1 mark per answer)

D If the word or phrase in bold is correct, put a tick. If it is incorrect, rewrite it correctly on the line.

27 This time next week **I'll laze** around at home. .....
28 Do you think **you'll have got** the computer set up by the time I arrive? .....
29 **Will I** get something for dinner when I go to the shop, Angie? .....
30 Sandy won't know which university she's going to until **she'll get** her exam results. .....
31 Watch out! That **car's reversing**! .....
32 When I grow up, **I'm being** a pop star! .....
33 Once we get your blood test results, **we decide** on the best course of action. .....
34 We **do change** trains at Birmingham tomorrow, actually. .....

(1 mark per answer)

E Choose the correct answer.

35 At the end of the month, Sarah ..... in government for exactly 40 years.
A is working C will be working
B will work D will have been working

36 The film is ..... released at the end of next year.
A on the verge of being C due to be
B on the point of being D about to be

37 We'd just been informed that Nick ..... the new Managing Director.
A was to be C is going to be
B was being D will be

38 'Would you pick the kids up from school this afternoon?'
'No, I'm afraid I ..... .'
A wouldn't C shan't
B can't D don't

39 Toby's extremely ..... ; he turns up every day at nine o'clock on the dot.
A temporary C punctual
B long-standing D subsequent

40 Have you considered applying for a job with the ..... service?
A civil C national
B civic D governmental

41 Too many people work in the public ..... in this country, in my opinion.
A division C area
B zone D sector

42 Most teenagers go through a rebellious ..... for a few years but they soon grow out of it.
A stint C duration
B span D phase

(1 mark per answer)

Total mark: ...../50

LIVEWORKSHEETS