1. Read the passage below. Choose the correct word from the box to fill in each blank (1–5).

Word box:

critical	duration	programme	practical	research

Some students choose vocational training instead of university because it gives them more (1)_____ skills. These are skills they can use in real jobs, like cooking, fixing machines, or cutting hair. They learn by doing things, not just by reading or listening.
A vocational training (2)_____ is a plan of lessons and practice. It helps students get ready for work. This type of programme is often short. The (3)_____ can be just a few months or up to two years, which is much shorter than a university degree.
In some schools, students also do (4)_____ to learn more about their field. They look for information and try to understand how things work.
Soft skills are also very important. Teamwork and communication are (5)_____ for success in any job. If students can't work with others or explain their ideas, it can be difficult for them at work.

2. Complete the conversations by circling the best answers.

1. Tom: Ms Hoa, _____ an appointment with you next Monday to discuss my essay. Would 9 a.m. be convenient for you?
Ms Hoa: All right, I'll see you then.

A. I'd like to make

B. I'd like to do

C. I'd like to call

D. I like to book

2. Lan: Ms Van, I would like to meet you to review my exam grades. Will you be available at 2 p.m. today?
Ms Van: I'm sorry, _____ this afternoon.

A. I can't do it

B. I can't make it

C. I don't want it

D. I don't need it

LIVEWORKSHEETS

3. Khoa: Mr Smith, could I meet you on Friday afternoon after 4:30?
Mr Smith: OK. _____ at around five.

A. I'd like to

B. may I see you

C. I'll see you

D. I can meet

4. Lan: Good afternoon. Is Dr Hoa in her office today?
Receptionist: Sorry, she's just left for an important meeting. She'll _____ to see you tomorrow morning.

A. sound good

B. suit you

C. be convenient

D. be available

5. Laura: Mike, I'd like to arrange a meeting of the history club next week. _____ for you?
Mike: I think Tuesday after school will suit me.

A. Would Tuesday suit

B. What time

C. When's convenient

D. Are you free

LIVEWORKSHEETS