I. Match the jobs with their descriptions.

1. systems analyst	2. accountant	3. carpenter	4. psychologist	5. lawyer
6. flight attendant	7. butcher	8. architect	9. electrician	10. surgeon
11. delivery worker	12. ambassador			

- This person prepares financial records for a company or person.
- This person looks after passengers on a plane.
- This person plans or improves the way that a company uses computers.
- This person studies how people's minds work and how this affects their behaviour.
- This person brings goods to people's houses or places of work.
- This person designs buildings.
- This person provides people with legal advice and services.

II. Fill in the gaps with the words from the box.

A successful entrepreneur

a) win their trust	*b) employees and customers*
c) work wholeheartedly	*d) lose their temper*
e) harmful for business	*f) with great determination*
g) have the ability	*h) the qualities of leadership*

First of all, a successful businessman must be industrious and hardworking. They should be well-balanced and cool-headed and 1) to work for long hours. A lazy person can be 2) . Also they need to be confident. This personal quality puts the entrepreneur in a position — where they can work 3) even in hard circumstances.

A person who wants to be successful in business must be honest and sincere and have 4) . The employees 5) if they have the influence of their boss in business. A good entrepreneur must be polite with their 6) in any personal or business deal. In this way they can 7) and can earn more profit. Patience is necessary for

a business person. They have to meet with many. If they 8) , then they may face problems and suffer losses.

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III. Fill in the prepositions or particles where necessary.

A good nurse

An effective nurse is caring, understanding and sympathetic. Nurses deal 1) the sick and injured 2) a daily basis, and they need to show them that they truly care 3) their situations.

4) the same time, nurses need to be able to control their own emotions, remain calm and think clearly 5) these circumstances.

Solid communication skills are one of the most important aspects 6) the job. Nurses have to be able to communicate 7) doctors, patients and coworkers 8) a very fast-paced environment. They must also listen carefully 9) doctors' orders and take perfect notes when needed. Good nurses are able to follow 10) directions without a problem. Good nurses need to be responsible and accurate. There is little room 11) error, so nurses must responsibly carry 12) their duties at all times. Nurses also need to be flexible 13) their time. Since emergencies can occur

14) any time, and nurses are needed 365 days 15) a year, they are often required to work overtime, nights, weekends and holidays.

LIVEWORKSHEETS