

Complete each sentence with a different relative pronoun (which, where, who and whose).

- 1 Victoria _____ parents are from Argentina speaks Spanish fluently.
- 2 The thing _____ I find most rewarding about my job is working in a team.
- 3 Thomas _____ works in a coal mine is badly paid.
- 4 The place _____ my parents work is near Oxford.
- 5 The work _____ my sister does is a lot of fun.
- 6 My job _____ is quite well paid involves working a 40-hour week.
- 7 The position is suitable for someone _____ wants to work alone.

1 Add question tags to the statements.

- 1 You want to go to Katy's party on Sunday, _____ ?
- 2 He won't be late, _____ ?
- 3 Ron's been off work all week, _____ ?
- 4 They weren't working when we arrived, _____ ?
- 5 Your manager refused to give you a higher salary, _____ ? You should ask him again.
- 6 You don't think working on your own is boring, _____ ?

2 Complete the sentences with the verbs below. There is one verb that you do not need.

answer be deal decide do earn serve supervise use

- 1 As a travel agent, you have to _____ with the public a lot.
- 2 Would you like to _____ in charge of the sales office?
- 3 I changed my job and now I _____ a much bigger salary.
- 4 Can you _____ the phone? I'm just going into a meeting.
- 5 I really hate it when I have to _____ paperwork. It's the most boring part of my job.
- 6 Carol is our new manager. Her responsibility is to _____ the ten people in our team.
- 7 Do you like it when you have to _____ a computer for work?
- 8 Jayne and Dale work in a small café. They _____ customers and make drinks.

3 Read the definitions and complete the names of the jobs.

- 1 A person who helps to look after the health of your teeth.
d _____ a _____
- 2 A person who gives instructions to pilots when they are taking off and landing.
a ____ -t _____ c _____
- 3 A woman who appears in films and theatre plays.
a _____
- 4 A person who does hard physical work that is usually unskilled.
l _____
- 5 A person who takes care of passengers on a plane.
f _____ a _____

4 Choose the correct answers.

1. Mark exercises a lot because he wants to stay _____.
a conscientious **b** fit **c** self-motivated
2. Sally is _____. She works really hard to get what she wants.
a co-operative **b** determined **c** flexible
3. Ann and Liz don't need managers to tell them to work hard. They're both very _____.
a creative **b** polite **c** self-motivated
4. Liam doesn't mind if plans change. He's quite _____.
a confident **b** flexible **c** trustworthy
5. Jerry always sees the best side of things. He's very _____.
a creative **b** positive **c** thoughtful
6. Nell finds her work exciting and she loves doing it. She's really _____ about it.
a enthusiastic **b** flexible **c** polite
7. I'm very _____ so I'm good at working in a team.
a confident **b** conscientious **c** co-operative

Read the text. Are the statements true or false?

A degree in *what*?

How many people in the world have a university degree in *enigmatology*? Well, not many. As a matter of fact, the number of enigmatology graduates in the whole world is just one: a man whose job it is to design puzzles for newspapers and magazines.

American Will Shortz is an author and crossword editor. He has worked on over a hundred books, and he owns the world's largest collection of puzzle books and magazines. The oldest title in his collection was published in 1545! And because his work is also his hobby, he has always been interested in learning as much as possible about the subject.

Obviously, because he is the only enigmatologist in the world, there were no university professors who could teach him an established course of studies. He did not go to lectures and classes like his fellow students. Shortz designed his own research programme, which the university accepted, and he completed his course and received his bachelor's degree from Indiana University in 1974.

So the question remains, what exactly is enigmatology? It is the study of puzzles: their types, their history, and their popularity. It's a mixture of history, maths, logic and cultural studies.

There were some people who criticised the university for offering a course in such a strange subject, and they were also critical of Shortz, claiming that he had taken advantage of Indiana University's flexibility. But Shortz has his fans too, such as the former US president Bill Clinton. He sent Shortz a personal note on his 50th birthday because he loves the *New York Times* crossword, which Shortz edits. Shortz has also been a guest on several television shows, including an episode of the famous cartoon *The Simpsons*, and the comedy series *How I Met Your Mother*, where he played himself.

1. Shortz's occupation is to write puzzles for university graduates. _____
2. Shortz has worked on all the titles in his collection. _____
3. Shortz did original research and graduated from an American university. _____
4. Some people didn't think enigmatology was an appropriate university course. _____
5. Bill Clinton sent Shortz a note on his birthday because they're friends. _____