

Money and business

1 Choose the correct words.

- I was happy that they offered to pay my travel ... when I came to the interview.
a income b charge **c expenses**
- After two years in business, the company was delighted to make a
a charge b profit c wage
- Linda spent most of her ... from her Saturday job on her hobbies.
a wages b expenses c savings
- How much does that shop ... to fix broken mobiles?
a set up b charge c profit
- Eva had ... of over £500 in her bank account.
a charges b profits c savings
- Mika and Ben ... their bike repair business in 2021.
a profited b set up c charged
- Raluca was happy to offer French lessons in ... for yoga classes.
a exchange b profit c wage

2 Complete the words in the text.

Michaela always wanted to be an ¹e n t r e p r e n e u r. After leaving school, Michaela decided to ²s u a business selling T-shirts online. She used some of her ³s to pay a web designer to build her a website. She used the rest of the money she had to pay other ⁴e, such as buying plain T-shirts, printing her designs on them and selling them. During her first six months, her total ⁵i from selling the T-shirts was less than £1,000 and she didn't make any ⁶p at all. But then she decided to give away some of her T-shirts in ⁷e for posts about them on social media. Soon, Michaela's business was a great success.

Personal skills

3 Complete the sentences.

- Harry's attention to detail got him the editor's job.
- Having good organizational skills means knowing the best way to reach an agreement with someone.
- The person in charge of running the summer fair needs excellent organizational skills.
- We need someone with very good communication skills to create a poster for the concert next month.
- I don't think I'm the right person to build your website as I've never done any programming.

4 Correct the mistakes in the dialogue.

- Maria** I'd like to ask you about your skills and experience. Have you got any experience of computer **thinking**¹ programming?
- Leon** Not really, but I'm very happy to learn.
- Maria** That's good to know. What about your attention to **design**² _____?
- Leon** I'm very good at paying attention to the smallest of facts.
- Maria** I see. What about your time **leadership**³ _____?
- Leon** This is one of my strengths. I'm excellent at using my time well and always complete tasks on time.
- Maria** What about your **creativity**⁴ _____ skills?
- Leon** I have a lot of experience of planning, arranging and preparing events.
- Maria** Can you tell me about your **leadership**⁵ _____ skills?
- Leon** I have done a lot of public speaking, and I'm confident at expressing myself.
- Maria** Great. Critical **programming**⁶ _____ is also an important skill here.
- Leon** I'm very skilled at analysing information and solving problems.
- Maria** Finally, do you think you've got the **design**⁷ _____ skills to become a manager?
- Leon** Not yet, but I'm very keen to learn about management and taking charge.

Extra: Personality adjectives

5 Choose the correct adjectives.

- someone who is good at making things
a curious **b practical** c ambitious
- wanting to do something very much
a determined b encouraging c generous
- relaxed; not worried, stressed or excited
a ambitious b calm c keen
- interested in and enthusiastic about something
a calm b keen c competitive
- wanting to be more successful than others
a determined b competitive c curious
- happy and keen to give to other people
a generous b practical c motivated
- wanting to know something
a calm b curious c ambitious

For me, these exercises were ... ☐ easy ☐ OK ☐ difficult

Present perfect tenses

- 1 Complete the table with the past participle of the verbs below.

charge design ~~have~~ look make own see
sell set up take use watch

Regular past participles	Irregular past participles
charged,	had,

- 2 Complete the sentences with the present perfect simple or continuous form of the verbs below.

be come have learn make own ~~save~~
sell work

- Tom has been saving money for a new laptop since January.
- We _____ any customers in the shop all day.
- Ollie's very tired because he _____ in the café all day.
- Sarah _____ a lot about time management since she started her new job.
- Callum _____ a member of the team for over six months.
- It's a great restaurant and I _____ here since it opened last year.
- They _____ the business for over three years.
- I'm worried because the company _____ a profit in four years.
- They _____ candles online since 2020.

- 3 Complete the article with the correct form of the verbs below.

achieve be able to become come develop
have sell ~~turn~~ work

Turning cookies into dough!

There are a lot of people who ¹ have turned their hobbies into jobs, but there aren't many people who ² _____ what Cory Nieves has in his short life. Ever since he can remember, Cory ³ _____ a taste for sweet things. And when he was only six years old, with the help of his mum, he set up a business selling hot cocoa in his hometown of Englewood, USA.

This proved successful and so Cory learned to bake cookies, something he ⁴ _____ very good at since then. He set up his company, Mr Cory's Cookies, and together with his mum, they ⁵ _____ hard to make it the success it is today. The company ⁶ _____ a range of healthy cookies and it ⁷ _____ them to some of the USA's top companies, including Macy's and Whole Foods. His success has also meant he ⁸ _____ help charities and children's organizations in his area. Although success and fame ⁹ _____ early to Cory Nieves, everyone knows the best is yet to come!

Question forms

- 4 Complete the dialogues with *who*, *what*, *where*, *when*, *why* or *how*.

- 'When did you set up the company?'
'In 2021.'
- '_____ made the decision to open the shop?'
'My business partner made the decision.'
- '_____ many people work here?'
'45 people work here.'
- '_____ has been your biggest selling ice cream flavour since you opened?'
'Double chocolate.'
- '_____ did you change the name of the shop?'
'Because we didn't like the original name.'
- '_____ will you open more shops?'
'Next year.'
- '_____ did you learn to make such good ice cream?'
'In Italy.'

- 5 Complete the questions.

- How much profit has your company made this year?
- How long _____ it take to make a cake?
- _____ decided to call the shop Daily Cakes?
- _____ is the reason for your success?
- How often _____ you manage to take a day off work?
- What do you want to talk _____?
- This has been your most popular product, _____ it?
- Where _____ you buy those beautiful flowers?

For me, these exercises were ... ☐ easy ☐ OK ☐ difficult