

Instructions: Read the text below. Then, complete the exercises that follow using the vocabulary and expressions from the text.

Part 1: Reading Text

My first job out of university was a real **eye-opener**. I thought I was prepared for the corporate world, but I quickly realised I was completely **out of my depth**. My manager expected me to **hit the ground running**, but I was struggling just to understand the basic software. For the first few weeks, I felt like I was **swimming against the tide**.

Instead of giving up, I decided to **take the bull by the horns**. I asked my colleague, Sarah, for help. She was always **swamped** with her own work, but she **went the extra mile** to show me the ropes. She told me that to succeed in that environment, you need to be **adaptable** and not **jump to conclusions** too quickly.

Slowly, I began to make **significant** progress. I started contributing ideas in meetings and **taking the initiative** on small projects. By the end of the year, I had turned a stressful situation into a valuable learning experience. I learnt that it's okay to feel **overwhelmed** at first, as long as you are willing to **put in the effort**.

Part 2: Vocabulary in Context

Exercise A: Match the word or expression from the text to its correct definition.

(Students would type the number next to the letter or drag and drop.)

Word/Expression	Definition
1. Out of your depth	a. To make a special effort beyond what is expected.
2. Swamped	b. To guess something without having all the facts.
3. To go the extra mile	c. Involved in a situation that is too difficult to handle.
4. To jump to conclusions	d. Extremely busy with too many things to do.
5. Significant	e. To start doing something in a very determined way.

Word/Expression**Definition**

6. To take the bull by the horns f. Important and noticeable.

Part 3: Collocations**Exercise B: Complete the sentences with the correct collocation from the box.**

(Students would type the missing word into the blank.)

Collocation Bank

Take the initiative

Hit the ground

running

Swimming

against the tide

An eye-opener

Show me the

ropes

Put in the effort

- | | |
|----|--|
| 1. | I was nervous on my first day, but my new colleague was kind enough _____ to _____ |
| 2. | The training course was a real _____ I learned so much about the industry. |
| 3. | When the project was falling behind, Maria decided to _____ and reorganise the team. |
| 4. | If you want to improve your English, you really need to _____ every single day. |
| 5. | Our new marketing manager is very _____ from day energetic and ready to _____ one. |
| 6. | I felt like I was _____ trying to get the committee to approve my plan. |

Part 4: Grammar & Vocabulary Integration

Exercise C: Read the sentences below. Choose the correct word (a, b, or c) to complete each sentence.

1. The project was a failure, mostly due to a ____ lack of planning and communication.

- a) significant
- b) swamped
- c) adaptable

2. He is an incredibly ____ person who can work well in any team and with any type of task.

- a) overwhelmed
- b) adaptable
- c) out of his depth

3. The CEO's speech had a ____ impact on the employees, who felt more motivated than ever.

- a) significant
- b) swamped
- c) adaptable