

## Work and business

### 1. Choose and write the correct answer (the word NOT the letter).

- The \_\_\_\_\_ for this position starts at €30 000 per year.  
A wage B prize C salary D tip
- After working at the same factory for thirty years, my grandfather was looking forward to his \_\_\_\_\_.  
A overtime B pension C charity D promotion
- Many people have to \_\_\_\_\_ long distances to get to work.  
A connect B commute C correspond D run
- Experienced engineers can \_\_\_\_\_ a good salary if they have specialised skills.  
A win B gain C earn D benefit
- Shelley disagreed with the CEO's decision and so she \_\_\_\_\_ and went to work for another company.  
A retired B fired C sacked D resigned
- When the factory closed, over a hundred people were \_\_\_\_\_ redundant.  
A done B taken C given D made
- All members of \_\_\_\_\_ must attend regular training sessions to improve their skills.  
A people B staff C crowd D employers

### 2. Match to make sentences.

- "Ironworks Limited" has **closed** \_\_\_\_\_.  
A. **in** for him while he went into town.
- Henry asked Janet to **stand** \_\_\_\_\_.  
B. **out** a new flavour of ice cream next month.
- Mr Carter asked me to **see** \_\_\_\_\_.  
C. **over** "Cookright" and plan to close some other stores.
- I heard that "Bigburger" have **taken** \_\_\_\_\_.  
D. **down** and 400 people have lost their jobs.
- Roger says he never **set** \_\_\_\_\_.  
E. **up** a business selling my own rings and chains.
- Apparently, "Magnum" are **bringing** \_\_\_\_\_.  
F. **to** the orders while he spoke to a customer.
- I'm thinking of **setting** \_\_\_\_\_.  
G. **out** to become a millionaire - it just happened!

### 3. Choose the correct part of speech.

- Even when dealing with an angry customer, she behaved calmly and \_\_\_\_\_.
- I sent my \_\_\_\_\_ for the sales assistant position yesterday and included my CV and cover letter.
- One of her main duties is to \_\_\_\_\_ new workers and make sure they follow company rules.
- The company currently has over 200 \_\_\_\_\_ working in its offices and factories.
- After the factory closed, hundreds of workers became \_\_\_\_\_ and had to look for new jobs.
- With no proper training, the new worker felt \_\_\_\_\_ when customers were asking difficult questions.
- Employees who work at weekends receive \_\_\_\_\_ pay for the extra hours.
- The \_\_\_\_\_ is responsible for making decisions and checking that tasks are completed.
- The new system was completely \_\_\_\_\_, so the company replaced it after only a few months.
- You must be fully \_\_\_\_\_ for this position and have the necessary training and certificates.

### 4. Complete the sentences with the missing prepositions. You can use each preposition more than once.

- He **applied** \_\_\_\_\_ a position at an international company after seeing the job advertisement online.
- After university, he hopes to **work** \_\_\_\_\_ a marketing assistant for a large company.
- She was **absent** \_\_\_\_\_ work for three days because she had the flu.
- We are looking for someone who is **experienced** \_\_\_\_\_ dealing with customers and solving complaints.
- I **made an arrangement** \_\_\_\_\_ my manager to work from home twice a week.
- The office administrator is **responsible** \_\_\_\_\_ preparing documents and answering emails.
- Your final salary **depends** \_\_\_\_\_ your experience, qualifications and level of responsibility.
- If you **put effort** \_\_\_\_\_ improving your skills, you are more likely to progress in your career.
- This company **specialises** \_\_\_\_\_ providing IT services for small and medium-sized businesses.
- She is very **good** \_\_\_\_\_ organising meetings and keeping the team on schedule.

### 5. Complete the situations below with the correct word from the list. Use each word only once.

- If you want to be successful in your career, you need to work \_\_\_\_\_ and stay focused.
- Nurses often work long \_\_\_\_\_, including nights and weekends.
- After graduating from university, I plan to \_\_\_\_\_ for a position in marketing.
- He decided to \_\_\_\_\_ from his old company because he was offered a better job at a bigger firm.
- Many \_\_\_\_\_ workers struggle to cover their basic living costs.
- Working as a teacher can be very \_\_\_\_\_, especially when you see your students improve and succeed.
- Collecting garbage is often seen as an \_\_\_\_\_ job, but it's an important one that keeps cities clean.
- My dream \_\_\_\_\_ is to become a video game designer because I love technology and creativity.

### 6. Read the text and fill in the text with the missing words from the list. Use each word only once.

When I finished university, I wanted to choose a <sup>1</sup> \_\_\_\_\_ that would let me help people and use my creativity. I decided to study graphic design because it combines art and technology. At first, I worked as an <sup>2</sup> \_\_\_\_\_ at a small advertising agency, where I learned how to design posters and logos. Even though the pay was low, the experience helped me understand what it means to be part of a creative team.

After a few months, the company hired me as a <sup>3</sup> \_\_\_\_\_ employee to help with a big project. During that time, I also tried <sup>4</sup> \_\_\_\_\_ work for the first time. Working from home was nice, but I sometimes missed chatting with my <sup>5</sup> \_\_\_\_\_ in the office.

Now I dream of becoming independent and learning how to run a business of my own. My grandfather, who is <sup>6</sup> \_\_\_\_\_, always tells me that success doesn't come easily — you have to work through challenges and stay patient. He also reminds me to treat my employees fairly because nobody likes to be <sup>7</sup> \_\_\_\_\_ unfairly. His advice motivates me to keep improving and to build a career I can be proud of.