

Off to work

1 Complete the sentences with the words formed from the words in capitals.

- 0 The first person we interviewed showed the most enthusiasm (ENTHUSIASTIC).
- 1 She is very _____ (KNOWLEDGE) when it comes to baroque architecture.
- 2 You have to show a lot of _____ (CONSCIENTIOUS) to get ahead in this industry.
- 3 When people are _____ (WORK), they are too tired and do not perform to the best of their abilities.
- 4 _____ (PUNCTUAL) is really important when attending a job interview.
- 5 They seemed to work in a _____ (PURPOSE) manner all morning.

2 Complete the sentences with the missing prepositions.

- 0 You have to work towards your goals if you want to be successful in life.
- 1 Diana keeps putting _____ making a decision about her party. Soon it will be too late to invite anyone.
- 2 Let's set _____ our main tasks for the week.
- 3 She's been working so hard she's heading for a crash. She'll burn _____ before the end of the year.
- 4 Let's get _____ to some work now. Put your phone down and concentrate.
- 5 Learning a new language is hard but if you keep _____ it, you'll start to see progress.

3 Complete the sentences with the words in the box. There are two extra words.

- 0 It's important to speak your mind but make sure you don't upset anyone.

prospects	path	mind	deadline
potential	task	goal	output

- 1 Rebecca gave up her course and never reached her full _____.
- 2 Taking an online course is a good way to improve your career _____.
- 3 The factory owner is looking for ways to increase _____ and be more productive.
- 4 Simon enjoys working to a _____, he finds it good motivation.
- 5 Achieving a _____ feels great but it's the effort and hard work involved that's important.

4 Complete the sentences with the missing words.

- 0 It's very important that you can think for yourself when managing a team.
- 1 You'll never _____ your objectives if you don't believe in yourself.
- 2 It's so easy to _____ up a new skill these days. There are so many courses you can take online.
- 3 I'm not sure about entering the job _____. I think I'll go travelling first.
- 4 I can't stand doing a job where you do the same thing day in, day _____.
- 5 I put my _____ into that project so I was very sad when it failed.