1〉 Read the text and choose the correct answer a, b or c.



I am writing to apply [1]____ the position of junior assistant as advertised on your website. In the future, I would like to follow a [2]_____ in advertising. Working for an advertising agency such as yours has always been my dream.

As for my experience, for the past two years I [3]____ ads for our school paper. I have also read a few books about advertising [4]_____. I am a very creative and hard-working person, so I believe I am a [5]_____ candidate for the position. I am also prepared to work [6]_____ in the evenings or even at weekends, since I would like to learn as much as possible during the next two months.

1	a to	b about	c for
2	a job	b career	c work
3	a have been preparing	b have prepared	c prepared
4	a ever	b so far	c recently
5	a responsible	b capable	c suitable
6	a overtime	b full-time	c part-time

2〉 Choose the correct answers.

1 There have been many _____ people in our town since the local factory closed.
a employer b unemployed c employ

2 Our nanny is paid _____.
a week b weekly c weekends

3 Being a politician is very _____.
a stressed b stressing c stressful

4 We only use modern _____ in our lab.
a equip b equipped c equipment

5 I have an appointment with a careers _____ today.
a council b counselled c counsellor

6 We always try to _____ our customers' needs.
a satisfy b satisfying c satisfied

7 Stephen Hawking's book about black holes inspired me to become a _____.
a physician b physics c physicist

8 What a _____ this project is! I can finally put my creativity to good use!
a challenge b challenged c challenging

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3〉 Complete the text with the correct form of the words below. There are two extra words.

deal	employ	help	think	own	success	reward	work

We've had a discussion about our future careers in my English class today, and I [1]_____ about it all day. Most of my classmates want to work for big corporations, but I'm not sure. I think that the [2]_____ of big companies are just helping to make somebody else rich. Also, I suppose the [3]_____ environment in such places can be very stressful. So maybe it's better to be self-employed, like my dad, who is the [4]_____ of a small logistics company? I know it's difficult these days to [5]_____ in business, but judging from my dad's experience, if you do, it is very [6]_____. But, on the other hand, there are so many things to worry about such as social insurance and taxes. So, I guess I still don't know.



4〉 **Complete the sentences with the correct form of the words in brackets. Add extra words where necessary. Use no more than five words.**

1 Who _____ (*be / charge*) the project while I was away?
2 Mike _____ (*do / good*) the job interview that he's sure he'll get the job.
3 Thanks _____ (*they / helpful / staff*), our stay at the hotel has been very pleasant.
What _____ (*she / do*) a living before she started working for the police?
5 When I entered the shop, my colleague _____ (*just / deal*) an angry customer.
6 'What kind of work _____ (*you / look*)?'
'Ideally, I'd like a job that involves a lot of travel.'
7 This company _____ (*never / lay off*) many workers before.
8 He _____ (*be / dissatisfied / salary*), so he started looking for a new job.

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5〉 Complete the second sentence so that it means the same as the first. Write no more than four words.

1 How does she earn money?
What does she do _____?

2 Craig started his own company in September.
Craig has been _____ September.

3 I got this position 3 weeks ago.
I _____ for three weeks.

4 Who is responsible for this project?
Who is in _____ this project?

5 I think I didn't enclose my CV in my application.
I can't remember _____ in my application.



LIVEWORKSHEETS