WORK COLLOCATIONS & JOB QUALITIES

1. Choose the correct options to complete the text.

I usually work / attend on reception at the hotel, but today I had to attend a big sales meeting. I went in early this morning and I worked / prepared lots of spreadsheets. I ran out of stationery, so I prepared / ordered some more. Then I did / gave lots and lots of photocopying. After I dealt / gave my presentation, I made / took an appointment to see the doctor. I had a terrible headache!

2. Selene is having a busy day. Complete her to-do list with the correct form of these verbs:
CHECK – DEAL – MAKE – ORDER – TAKE – WRITE

TO-DO LIST	_____ emails to see who's coming to the party. Urgent!
	_____ an appointments to see the dentist.
	Buy a ticket for the concert! (Does the concert hall _____ payments online?)

TO-DO LIST	_____ English report for Monday. Urgent!
	Phone the supermarket about the job. Mrs Wilde _____ with enquires.
	Ask mum to _____ some more stationery online. This pen's running out!

3. Complete the text with job qualities.

Morgan is an e_____ computer programmer who has worked for us for three years. He has e_____ IT Skills. He is very p_____ when it comes to working out the answers to long, difficult problems, and his work is almost always a_____, with few mistakes. He is very p_____, and he is never late for work. His work is always very efficient and o_____, and you can rely on him to plan his time well. We will be very sad to say 'goodbye'!

4. Complete the table with the positive job qualities: accurate – a good communicator – analytical – a team player – patient – punctual

Work 'dos' and 'don'ts'!	
DON'T	DO
Try to do everything quickly.	Be_____.
Be late!	Be _____.
Make lots of mistakes.	Be _____.
Keep your ideas to yourself.	Be _____.
Be competitive and refuse to help others.	Be _____.
Accept information without thinking about it.	Be _____.

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LIVEWORKSHEETS