

## 1 VOCABULARY Work

Complete the sentences with the words in the box.

team people environment self-employed skills  
salary university degree qualifications training  
~~long hours~~

- 1 He's usually in his office from 8 am until 8 pm, but he doesn't mind working long hours.
- 2 She works for an important bank in London, earns a very good \_\_\_\_\_ and drives a company car.
- 3 You need to have several years of \_\_\_\_\_ to become a doctor.
- 4 They have a really nice working \_\_\_\_\_ – their offices are modern with good air conditioning and plenty of light.
- 5 I really enjoy working on big projects with lots of other people. It's good to work in a \_\_\_\_\_.
- 6 You need to have a \_\_\_\_\_ to become a lawyer.
- 7 Receptionists have to deal with \_\_\_\_\_, so they need to be friendly and polite.
- 8 Some people prefer to be \_\_\_\_\_ and work for lots of different companies.
- 9 Secretaries need to have a lot of \_\_\_\_\_ – they need to be organised, and good with computers.
- 10 You need to have good \_\_\_\_\_ if you want to get a job at this university.

## 2 GRAMMAR *must / have to / can*

Underline the correct words to complete the text.

I work as a receptionist in a big hotel, so I <sup>1</sup>must / *mustn't* / *can* always be polite to the guests. During the week, I <sup>2</sup>*don't have to* / *can't* / *must* go to bed late because I have to start work early. Fortunately, I <sup>3</sup>*don't have to* / *mustn't* / *can't* wear a uniform, but I <sup>4</sup>*can* / *mustn't* / *have to* dress smartly.

My sister's a student, so she <sup>5</sup>*mustn't* / *doesn't have to* / *can't* get up early most days. However, she <sup>6</sup>*doesn't have to* / *mustn't* / *has to* study very hard at the moment because she's got important exams next month.

My dad's a taxi driver, so he often <sup>7</sup>*has to* / *mustn't* / *can't* work in the evenings and at weekends. He <sup>8</sup>*doesn't have to* / *mustn't* / *must* drive fast because there are speed cameras everywhere in my town.

My mum's a nurse, so she <sup>9</sup>*has to* / *mustn't* / *can't* wear a uniform when she's at work. Sometimes she starts work very early but my dad usually takes her to work in his taxi, so she <sup>10</sup>*must* / *doesn't have to* / *mustn't* get the bus.