

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 ¹must / mustn't / can always be polite to the guests. During the week, I ²don't have to / can't / must go to bed late because I have to start work early. Fortunately, I ³don't have to / mustn't / can't wear a uniform, but I ⁴can / mustn't / have to dress smartly.

My sister's a student, so she ⁵mustn't / doesn't have to / can't get up early most days. However, she ⁶doesn'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 ⁷has to / mustn't / can't work in the evenings and at weekends. He ⁸doesn't have to / mustn't / must drive fast because there are speed cameras everywhere in my town.

My mum's a nurse, so she ⁹has 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 ¹⁰must / doesn't have to / mustn't get the bus.