

A. Choose a, b, c or d.

1. My ___ agreed to pay for the marketing seminar for all the members of staff because it will offer us a lot of tips on advertising techniques.

- a. assistant
- b. colleague
- c. applicant
- d. employer

2. He is exhausted because of the weeks of ___ he had to work to meet his deadline.

- a. workload
- b. duty
- c. overtime
- d. fatigue

3. I think Susan will get the job because she is _____ in three languages.

- a. flexible
- b. suited
- c. steady
- d. fluent

4. After 15 years of working in the city, Kevin ___ and moved to the countryside to become a farmer.

- a. resigned
- b. raised
- c. hired
- d. fired

5. All those years of hard work at the law firm earned Jack a good ___ now that he's retired.

- a. fee
- b. wage
- c. profit
- d. pension

6. Alex is planning on finishing school and going on to learn a(n) ___, like plumbing.

- a. occupation
- c. trade
- b. labour
- d. career

7. Lucy has all the ___ for the job, so I don't see why she shouldn't get it.

- a. qualifications
- c. structures
- b. benefits
- d. commitments

8. I've been ___ this restaurant since I was 35 years old.

- a. running
- c. doing
- b. setting up
- d. expanding

9. The factory had to ___ down this week because of major gas leaks which can't be fixed.

- a. take
- c. run
- b. track
- d. shut

10. There are ___ 1,000 people working for Ratchett's and Co. but there used to be many more.

- a. foolishly
- c. presently
- b. literally
- d. effortlessly

Complete the sentences with the correct form of the verb **take** and the prepositions in the box.

off up over out of down in on

1. Don't _____ projects unless you know you can complete them on time.
2. Can we reschedule our meeting? I'm too tired to _____ anything _____.
3. A Dutch company is _____ our company next month.
4. Next time you break something, the cost will be _____ your salary.
5. To save students from having to _____ notes during the lecture, I will hand out printouts at the end.
6. When Randy became manager, the business really _____.
7. Many retired people fill their time by _____ a hobby.

Complete the text with the words in the box. There are two extra words that you do not need to use.

freelance unemployment steady guarantee pursue
multinational paths way work position

Finding a Job in Art

There is a myth that the majority of art graduates are either out of 1 _____ or supporting their 'labour of love' by working part time in a hotel or café. The truth is that there are many possible career 2 _____ for someone with a degree in fine arts.

Art graduates can 3 _____ a career in illustration for example.

Illustration careers are not limited to the book world. There are some more

unusual options, such as illustrating restaurant menus or greeting cards. Those with computer skills can apply for the 4 _____ of web designer or graphic designer and ensure a 5 _____ income, or even work 6 _____ from home.

There are also other job opportunities that can come one's 7 _____, which might not be so obvious. Wallpaper is not everyone's choice for decorating their walls at home because it might be considered old-fashioned. Well, for these people, *wall decal* may be the answer and art graduates are the people who can help. *Wall decal* are made-to order works of art that are placed on a wall but look as if they have been painted.

The art world is an ever-changing and expanding field that isn't necessarily linked to 8 _____, as many people think.

Complete the sentences with the correct prepositions.

1. I am writing in connection _____ your advertisement in *The Scotsman*.
2. Don't expect the money to start rolling _____ right away. People have to get to know your business first.
3. I could do with a change ____ scenery. Would you like to go to Eyemouth this weekend?
4. You won't believe what happened at work today! Gary handed _____ his resignation!
5. Many small shops are going ____ of business because of the economic crisis.
6. It's only a matter ____ time before the police find him.
7. I work at the post office and write articles for the local paper ____ the side.

Rewrite the sentences in Reported Speech using the introductory verbs

given in the correct form.

1. 'The hotel has incredible views of the waterfall,' said the travel agent. **claim**

2. 'I will have the report on your desk first thing tomorrow morning,' Jan told me. **promise**

3. 'Where did you use to live?' asked Fred. **want to know**

4. 'Step away from the vehicle!' the police officer said to the man. **command**

5. 'It gets very cold at high altitudes,' the guide said to the tourists. **inform**

6. 'How many people are attending the event?' Rodney asked. **wonder**

7. 'Did you study in Edinburgh?' Lee said to me. **ask**

8. 'Don't be late for the meeting tomorrow,' Darren told me. **advise**

9. 'That man stole my wallet,' said the woman. **accuse**

10. 'I will lend you the money,' Natalie said to me. **offer**

