

A**Complete the sentences.**

- 1 Tom says friendly colleagues are more important than a h i g h s a l a r y.
- 2 I can start work at 7.30, 8.30 or 9.30. I'm really glad I can work f _____ h _____.
- 3 Her job has a lot of t _____ o _____. She goes to a different country every month!
- 4 When I travel on business, the company pays for my meals and my hotels. It's so easy when you have an e _____ a _____.
- 5 My company has a gym, a swimming pool and many other s _____ f _____.
- 6 All our sales representatives use c _____ c _____ to visit customers in other cities.
- 7 I drive to work so I'm glad my company has free p _____ f _____.
- 8 For me, j _____ s _____ is what I need most. I have three children so I don't want to be out of work.

B**Write the missing letters to make names of days, months or seasons.**

- 1 Thursday
- 2 _____h
- 3 _i_____
- 4 _ _b_____
- 5 _____d _ _
- 6 _ _t _ _

C**Complete the sentences with *at*, *in* or *on*.**

- 1 Our departmental meeting is on Friday afternoon.
- 2 I don't like meetings the morning.
- 3 The first interview is 17th December.
- 4 The second interview is January.
- 5 When he travels all day, he can't sleep night.
- 6 She usually visits our head office the autumn.
- 7 They never work the weekend.
- 8 Are you free Wednesday?
- 9 Susan sometimes works Saturdays.
- 10 Do you often go out the evening?
- 11 He starts his first meeting 8.30.