

EXERCISES

PREPOSITIONS

A Complete the sentences with the correct preposition.

- Are you finding it hard to cope the workload?
- He rose to the rank captain in the navy.
- They greeted each other the conventional way.
- She brought the coffee to us a tray.
- I'll never get the hang this!

B Choose the correct preposition.

- The consultant gave a brief overview *at/of* the problem.
- I take my lunch break *at/on* twelve.
- I'm deeply sceptical *about/for* the whole plan.
- The garden was well stocked *in/with* plants.
- We've kept in touch *since/before* we left school

WORD FAMILIES

C Complete the expressions with the correct form of the word in bold.

- an emotionally **draining** experience feel completely
- made **redundant** haunted by fears of
- a **stimulating** experience mental
- stop **interfering!** too much
- promoted** at work a well-earned
- the **novelty** wore off a approach

D Complete the sentences with the correct words from the words in brackets.

- It was a really experience. (reward)
- You should talk to your about it. (management)
- We've had applications for this role. (count)
- He the responsibility to me. (delegation)
- Try to ignore his! (interfere)
- He was pacing up and down. (restless)

WORD-BUILDING

E Complete the sentences with the correct noun from the words in the box.

research	exploit	manage
beg	training	

- The on my course is brilliant.
- I've just started a new job as a market
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- My has recommend me for a promotion.
- I gave some money to a on the street.
- They were accused of being of cheap labour.

COLLOCATIONS

F Complete the collocations with the verbs in the box. Look up the nouns if you need help.

get outline	sum up hand	carry out make up
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- the hang of (something)
- in your notice
- a lecture
- market research
- a proposal
- an excuse

G Complete the sentences with the correct noun from the box. Look up the nouns if you need help.

rise touch	overview row	training spirit
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- My boss has arranged in-house for everyone.
- Unions are calling for a 50% pay
- He gave a broad of the plan.
- We've kept in for the past twenty years.
- They had a blazing about money last night.
- She has a restless and never stays in a job for long.

PHRASAL VERBS

H Choose the correct word to complete the phrasal verb.

- The excuse he made *up/out* was completely unconvincing.
- Let's move *up/on* to the next topic.
- It's important to sum *over/up* your argument at the end.
- You shouldn't have to settle *for/up* this.
- We spend the whole day digging *up/in* vegetables in the garden.
- A petition was handed *in/out* to the council.