



- 1) Complete the sentences below with a correct form of the verbs in the box. There are some verbs you will not have to use:

APPLY - DO - MAKE - GET - RESIGN - RETIRE - SACK - FIRE -
SET UP - WORK - EMPLOY - INTERVIEW

- a) My cousin _____ last week because he was offered a better job in an international company. His colleagues gave him a farewell party last Saturday.
- b) If you are interested in the vacancy, you should _____ for it as soon as possible because it is a good job opportunity.
- c) I sometimes have to _____ overtime, but I usually leave at about 8 o'clock in the evening
- d) I would hate to _____ the night shift.
- e) The secretary was _____ redundant because she had proved to be quite irresponsible.
- f) If Mike keeps on being late for work, the boss will probably _____ him.
- g) My grandfather _____ when he turned 65, but he had been working most of his life.
- h) If he does not meet the deadline once again, he will _____ the sack because we are all fed up with his lack of commitment.

- 2) Write **ADJECTIVES** for the definitions below:

- a) If you only work a few hours a day, you have a _____ job.
- b) But if you work 8 hours a day, your job is _____.
- c) If you do not have a job, you are _____.
- d) If you only work for a period of time, with a short contract, you have a _____ job.
- e) But if you plan to work at the same place for your whole life, you have a _____ job.
- f) If you have a university degree, other degrees or a lot of experience, you are _____.

- 3) **WORD FORMATION.** Complete the sentences with the correct form of the words:

- a) Employees were always _____ because they had to work long hours.
EXHAUST

- b) Resigning may be _____ for you as you are not satisfied with the working conditions. **BENEFIT**
- c) He loves his job because it is really _____. **REWARD**
- d) You need to have good _____ if you aim at finding a good job. **QUALIFY**
- e) The shop _____ will give you a hand in a minute. **ASSIST**
- f) I have to write a letter of _____ if I want to get the job. **APPLY**
- g) They are almost 70 so they must be coming up to _____. **RETIRE**
- h) My previous boss gave me an excellent _____ and I got the job. **REFER**
- i) Is there any chance of _____? **PROMOTE**
- j) He handed in his _____ yesterday morning. **RESIGN**
- k) I would love to be a _____ as I really like foreign languages. **TRANSLATE**

