## ① *Read the sentences and choose the correct collocation from the drop down menu.*

Ⓐ I'm sure Ann wasn't talking about you when she said someone wasn't doing their job, don't take it _____.

Ⓑ We're on a _____ deadline, we need to finish this project as soon as possible!

Ⓒ I want a promotion and a _____ salary, and I won't _____ no for answer.

Ⓓ If that's the case, then you can _____ your resignation at the end of the day.

Ⓔ I don't mind the heavy _____ because I always try to make _____.

Ⓕ In order to be part of a _____ community at work, you need to _____ a good first impression.

Ⓖ I always take pleasure _____ doing a _____ variety of tasks at work.

Ⓗ I usually take no notice _____ people talking behind the back. You need to take it in your _____ and prove them wrong.

Ⓘ You should always take pride _____ your achievements, no matter how small they are.

Ⓙ I took _____ to Sally claiming my performance was poor. I was definitely taken _____ by her remarks! They came out of the blue!

Ⓚ When I first started working here, my _____ priority was to take _____ of every learning opportunity that was presented before me.

Ⓛ Yes, the fired me, but you shouldn't take _____ on me, I have tons of better opportunities already lined me, don't worry.

## ② *Read the sentences. Then drag and drop the words in the correct places.*

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Ⓐ He kept _____ on about his childhood and gave _____ answers to every question I asked him. I almost fell asleep!

Ⓑ Even though she was _____ throughout the whole interview, she managed to make a _____ impression on her employers-to-be.

Ⓒ Doing a practice run before the interview definitely _____ because she felt confident and landed the job!

Ⓓ When you take a seat, try not to _____ on your chair. Remember to speak clearly, do not _____! As you speak, make _____ gestures so you don't look overexcited or nervous.

Ⓔ If it's _____, you should have a two-hours _____ before the time of your interview in case of unexpected events.