

### 1 Choose the correct word.

- 1 They worked through the night in order to meet the **deadline** /overtime .
- 2 I work for a famous **human** /public relations firm in London.
- 3 Unemployed people are allowed to claim the **dole** / pension.
- 4 I get a **wage** /salary of £2,000 a month .
- 5 Katie took the job because it came with good **perks** /offers .
- 6 The great thing about being self-employed is I have **flexible** /shift working hours.

### 2 Choose the correct word.

- 1 Prices are being **dropped** /marked down 20% for the sale.
- 2 George **went** /passed through a tough period when he got the sack.
- 3 Emma's going back to work because she and Joe can't **be** /live on Joe's salary alone.
- 4 It's Important that our team's recommendations are **put** /given across clearly.
- 5 I've been thinking of **handing** /putting in my notice for a while now.
- 6 My employer has advised me to **take** /withdraw out private health insurance.
- 7 Going out with friends is a good way to **work** /beat off stress after a hard day at work.

### 3 Complete the sentences with: rise slips position leave wage.

- 1 We get our pay..... sent to us by post every month.
- 2 Charlotte is going on maternity ..... next month so we need to find a temporary replacement.
- 3 I haven't had a pay ..... for several years.
- 4 We pay all our young employees the minimum.....
- 5 I'm dissatisfied with my current ....., so I have started looking for a new job.

### 4 Choose the correct word.

- 1 Sam has never been able to work well **in** /under pressure.
- 2 I've got a decade's worth of experience **at** /in sales, so I am confident I can do the job.
- 3 Make sure you report **with** /to the manager on your first day.
- 4 That company specialises **in** /at media relations for technology-related companies.
- 5 It helps to be skilled **with** /at public speaking if you want to become a successful politician.
- 6 We need to declare our earnings **by** /within the end of the month
- 7 I can't say it's easy dealing **to** /with unsatisfied clients all day.

### 5 Complete the sentences with the correct verb: closing applying called take make going

- 1 The manager's just ..... a last-minute meeting so make sure you're back from lunch on time.
- 2 I don't like gardening but It's the only way! Know how to ..... a decent living.
- 3 My boss told me I could..... the day off tomorrow as a reward for all the hard work I've been doing lately.
- 4 As far as I'm aware, all public sector employees are ..... on strike tomorrow.
- 5 Do you know who's responsible for ..... up shop every day?
- 6 You should consider ..... for the post, as you're exactly the type of person they're looking for.