

# Advice and Suggestions

Complete the table using the problems and advice/suggestions below.

- a) You should try thinking about something completely different.
- b) You ought to go on a course.
- c) Why don't you go travelling until then?
- d) It takes me two hours to get to work.
- e) I've got too many online connections.
- f) I don't find my job very challenging.
- g) How about looking for a new one?

Problem	Advice/Suggestion
My computer skills are not very good.	
	Why not try speaking to your manager?
I really don't earn enough in my present job.	
	You shouldn't accept everybody.
My new job starts in three months.	
	You could apply for a transfer to another branch.
I get so nervous before interviews.	

Match 1–7 with a–g to complete the sentences.

- a keep your profile updated.
- b contacting a recruitment agency?
- c get a better photo for your online profile?
- d put false information on your profile.
- e to rewrite your introduction.
- f people to endorse your profile?
- g some online courses to improve your CV.

- 1. Why don't you
- 2. How about asking
- 3. You should always
- 4. You could do
- 5. You shouldn't
- 6. Why not try
- 7. You ought

**Put the dialogue in the correct order (1–8). Two lines have been done for you.**

- a** How's it going? 1
- b** Why don't you apply for a working visa for Australia or New Zealand?
- c** I haven't got enough money. Those courses are expensive.
- d** I tried that but no luck. They said I need to improve my English.
- e** Not too bad but I'm still looking for a job.
- f** That's a good idea. I could get a job and learn English at the same time. 8
- g** You could go on an intensive course.
- h** How about contacting a recruitment agency?