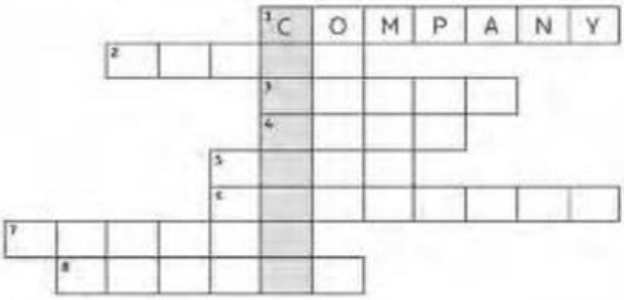
VOCABULARY

WORK

1 **Read the clues and complete the puzzle. What's the mystery word?**

1 a business that makes or sells things or provides services
2 extra money a worker gets
3 everyone who works in a company
4 a job you have to do
5 a person who manages the workers
6 someone who works for a business
7 a place where many people work at desks
8 money you get regularly when you do a job



Mystery word: _____

GRAMMAR

PRESENT SIMPLE AND CONTINUOUS

2 **Match the sentence halves.**

1 a) I'm doing my homework, _____
   b) I do my homework _____
   i) on the bus most days.
   ii) so I can't come to the party with you.
2 a) I'm not enjoying this film – _____
   b) I don't enjoy films – _____
   i) can we watch the other DVD?
   ii) I prefer reading.
3 a) I'm looking for _____
   b) I look for _____
   i) new artists. It's an interesting job.
   ii) Maria. Have you seen her?
4 a) I'm standing _____
   b) I stand _____
   i) on the bridge every day and watch the boats.
   ii) on the bridge. I can see you!
5 a) The train is arriving _____
   b) The train arrives _____
   i) late sometimes.
   ii) in London now. See you in five minutes.
6 a) Are you using _____
   b) Do you use _____
   i) this pen? No? OK, I'll use it for amoment.
   ii) a pen and paper or do you do everything on the computer?

3 **Complete the conversations with the present simple or present continuous form of the verbs in brackets.**

1 A: Why _____ (you/smile)?
   B: Ahmed just told me a very funny joke!
2 A: How many people _____ (you/know) here?
   B: No one except you!
3 A: Did you hear that noise next door?
   B: Yes! What _____ they/do)?
4 A: What _____ (you/drink)?
   B: Apple juice. But I don't want any more, thanks.
5 A: _____ (he/be) an actor?
   B: No, that's his famous twin brother.
6 A: Which one is Sharon?
   B: _____ (she/wear) the blue dress.

4 **A** **Complete the text with the present simple or present continuous form of the verbs in brackets.**

Here are some photos of my new friends. This is Amei. She [1] _____ (be) an artist, but at the moment she [2] _____ (work) as a teacher. She [3] _____ (not like) teaching very much! And this is Bruce, her husband. This is Hernan. He's from Santiago, Chile. He [4] _____ (be) a maths teacher, but he [5] _____ (do) his Master's in education in the USA at the moment. In the photo he [6] _____ (smile) because he passed an exam that day! This is Julio from Colombia. He [7] _____ (have) a job in an oil company. In the picture he [8] _____ (play) his guitar – he's really good! The other picture is Natasha from Trinidad. She graduated last year and she [9] _____ (look) for a job. Her parents [10] _____ (visit) her at the moment.

B **Read the text again and label the people in the pictures.**


1 _____


2 _____


3 _____


4 _____


5 _____

LIVEWORKSHEETS

READING

5 A **Read the article and choose the best summary.**

1 how one company keeps its workers happy
2 things that companies do to motivate their workers
3 working for the world's best companies

FUN AT WORK

Are they great ideas or just crazy? Here are some ways that companies keep their employees happy.

1 **Sport can be a good way for busy workers to relax.** Wright, Newman & Fischer, a group of lawyers based in London, has a small golf course in the office. The first part of the course is on the fifth floor. When your ball drops down the ninth hole, the course continues on the fourth floor. An even more relaxing sport is bowling. Maybe this is why a company called Permatech has a complete bowling alley in the basement. The employees go bowling after work and really enjoy it.

2 **What about alternatives to boring suits and company uniforms?** One company has 'fancy-dress Fridays'. On the last Friday of every month, each department chooses a theme and the workers dress up accordingly. One department came as famous actors, with the boss dressed as Brad Pitt. Another department chose historical figures: there were three Julius Caesars and two Genghis Khans! And how about this idea from a company called LineHut, in Paris: they hold moustache-growing competitions for employees and customers! For men only, of course!

3 **Some companies like to take their employees out of the office.** Finchley Management takes its workers on a trip every year. The workers go to the airport, but they don't know what country they are flying to! Trips in the past have included Rio de Janeiro, Bangkok and the Bahamas. In another company, Wicked Shakes, the staff go on free skiing holidays. And if workers stay with the US-based Indulgence Swiss Chocolate Company for five years, they get a free trip to Switzerland to taste the chocolate!

B **Read the text again and answer the questions.**

1 Where exactly is the golf course at Wright, Newman & Fischer?

2 How can the employees at Permatech relax after work?

3 What are 'fancy-dress Fridays'?

4 What surprise do the employees of Finchley Management get every year?

C **Find words in the article that match these meanings.**

1 a place where you can go bowling (paragraph 1)

2 a room in a building that is below the level of the ground (paragraph 1)

3 other possibilities (paragraph 2)

4 clothes that everyone in a company or group wears (paragraph 2)

5 important or famous people from the past (paragraph 2)

6 a visit to a place (paragraph 3)

WRITING

AN EMAIL

6 A **Underline the correct alternatives. Which email is formal? Which is informal?**

[1]*Dear/Hi* Mr Yevgeny,
I am writing [2]*about/for* the advertisement for a hotel cleaner that I saw in Jobs Monthly. I have attached my CV.
I look forward to [3]*hear/hearing* from you.
[4]*Yours sincerely/Bye for now,*
Milly Clapton

[5]*Bye/Hi* Dave,
[6]*It's/There's* about the party. Can you bring your laptop and some MP3s?
[7]*See/Speak* you soon.
[8]*Yours sincerely/Cheers,*
Elena

B **Your company has decided to have 'fancy-dress Fridays'. Write a formal email to your colleagues (50–100 words). Include the information below.**

1 Say what you are writing about.
2 Explain what 'fancy-dress Fridays' are.
3 Invite ideas for fancy dress.

LIVEWORKSHEETS