

VOCABULARY

PERSONAL QUALITIES

1 A Complete the words about personal qualities.

- 1 He won the election because he is a g____ c____. People enjoy listening to him talk.
- 2 Susan's h____-w____ nature helped her through college, when she had to study a lot.
- 3 Tim started at the bottom of the company, but he was a____. He knew that one day he would be the manager of the whole organization.
- 4 Lucy's a very g____ l____. She listens to people and then decides what's best for everyone to do.
- 5 He hates to lose a race. He's very c____.
- 6 I find it difficult to make decisions. I'm a bit i____.
- 7 You need to be more creative and think o____ t____ b____.
- 8 They are a group of very m____ students. They are eager to work hard.
- 9 Being a racecar driver, Anton has to be a r____ t____. He isn't afraid of danger.



B Find words or phrases in Exercise 1A which have the opposite meaning to 1–8.

- 1 makes decisions easily indecisive
- 2 not interested in competing with others _____
- 3 lazy _____
- 4 thinks the same as everyone else _____
- 5 doesn't communicate well _____
- 6 doesn't pay attention to what you say _____
- 7 doesn't like dangerous situations _____
- 8 not interested in becoming successful _____

GRAMMAR

MUST/HAVE TO/SHOULD (OBLIGATION)



2 Match sentences 1–10 with sentences a)–j). Then underline the correct alternative.

- 1 We don't have to/shouldn't wear a uniform at work.
 - 2 You shouldn't/have to stay up all night studying.
 - 3 I think you should/must not talk to your boss.
 - 4 You don't have to/shouldn't drink and drive.
 - 5 I think he must not/should start his own company.
 - 6 Nurses have to/should work long hours.
 - 7 You don't have to/shouldn't cheat during the exam.
 - 8 I must/don't have to have done something wrong.
 - 9 You should/don't have to apologize for his behavior.
 - 10 We should/must not remember to reserve the tickets today.
- a) He's very ambitious.
 - b) You need to find out why he shouted at you.
 - c) It wasn't your fault.
 - d) You'll be thrown out of college.
 - e) We can wear whatever we want.
 - f) It'll be too late if we wait until tomorrow.
 - g) It's against the law.
 - h) The answer isn't right.
 - i) You'll be too tired tomorrow.
 - j) It's no good if you want a nine-to-five job.

3 Correct one mistake in each sentence.

- 1 You should be tell him as soon as possible.
- 2 I've finished this exercise. What I should do now?
- 3 The clients don't has to come to the office. We can meet them at the restaurant.
- 4 I shouldn't to tell you this, but the boss is leaving on Monday.
- 5 Do we have wear a uniform?
- 6 Everybody should leaving the building by 6 p.m.
- 7 She have to be at work by 7:30 a.m.
- 8 I think you should to check what time the movie starts.
- 9 You don't can't use a cell phone in the classroom.
- 10 We have wait until the IT man comes to fix the system.

VOCABULARY PLUS

CONFUSING WORDS

5 A Complete the conversations with the words in the box.

job work remember remind forget leave
hear listen fun funny

- 1 A: Oh no, _____ to that. It's raining, and I don't have an umbrella.
B: Why not? Did you _____ it at home?
A: Yes, I did.
B: Here. Use mine.
- 2 A: Can you _____ me to _____ that letter on the way home?
B: Sure. Just _____ to bring it with you.
- 3 A: Did you have a good night last night?
B: Yes, it was really _____. We danced until two in the morning, but today I feel terrible.
- 4 A: I got the _____, by the way.
B: Congratulations! That's great news.
A: Yes, I'm so excited. Finally, I'm going to earn a real salary.
B: That's great. Good job.
- 5 A: I have to go to _____ now. I'll see you later.
B: Yes, don't _____ we're meeting Chaz at 7:30.
A: Don't worry. I'll be there.
- 6 A: Did you _____ the joke about the scarecrow?
B: No.
A: He won an award for being outstanding in his field.
B: That's not even _____.



B Complete the sentences with words from Exercise 5A.

- 1 Can you _____ me to call my brother later? It's his birthday.
2 Did you _____ about that couple who won millions of dollars in the lottery?
3 I don't get paid enough. I need to get a new _____.
4 We're having a meeting tomorrow morning. Don't _____.
5 I really enjoy my _____. I find it interesting, and the people I work with are a lot of _____.
6 He's so _____. He always makes me laugh.

VOCABULARY

BUSINESS

1 A Circle the correct options to complete the text.

Hi Lucy,

I'm just writing to tell you about my new job. Remember when I had to go for ¹ _____ last month? Well, I got the job. I'm so happy about it because I heard a lot of people were ² _____ for it, probably because it has quite a high ³ _____.

The people in the office are a lot of fun, and it is such a relief not to be out of ⁴ _____ anymore. My new boss is in ⁵ _____ of the whole marketing department, and she ⁶ _____ it really well. She has lots of really interesting business ⁷ _____ and encourages us to try and do the same. The only problem now is that I still arrive late for work all the time. I hope I don't get ⁸ _____.

Let me know how you're getting along at work.

Talk to you soon.

Becca

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|-------------------|---------------|--------------|
| 1 a) an interview | b) a job | c) a work |
| 2 a) working | b) attempting | c) competing |
| 3 a) salary | b) money | c) holiday |
| 4 a) work | b) salary | c) employ |
| 5 a) control | b) charge | c) lead |
| 6 a) works | b) is | c) runs |
| 7 a) thoughts | b) ideas | c) posts |
| 8 a) interview | b) boss | c) fired |

B Use the phrases in Exercise 1A to complete the sentences.

- 1 I'm lucky to work there. Lots of people _____ to get jobs there.
2 Would you prefer to earn a high _____ or do something interesting?
3 My boss _____ the business very successfully, and it's growing every day.
4 He behaved so badly I'm not surprised that he was _____.
5 I hate it when I have to go to an _____. I get nervous.
6 My cousin has been out of _____ for ages. She doesn't have any _____.