

## 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 to 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 mail 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 \_\_\_\_\_ last month? Well, I got the job. I'm so happy about it because I heard a lot of people were \_\_\_\_\_ for it, probably because it has quite a high \_\_\_\_\_.

The people in the office are a lot of fun, and it is such a relief not to be out of \_\_\_\_\_ anymore. My new boss is in \_\_\_\_\_ of the whole marketing department, and she \_\_\_\_\_ it really well. She has lots of really interesting business \_\_\_\_\_ 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 \_\_\_\_\_.

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

Becca

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) feed
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 \_\_\_\_\_.