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.

LIVEWORKSHEETS

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 [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

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 m_____.

LIVEWORKSHEETS