



Name: Class: Date:

Complete the sentences with the words in the box below. Use each only once

A

job - occupation - work - employment - profession

1. People in the medical _____ work long hours.
2. In order to get a(n) _____ as a computer analyst, you need a degree in computer science.
3. Betty has been out of _____ since January.
4. _____ agencies help people find work in their field.
5. I was asked to write my present _____ on the application form.

B

task - course - duty

1. They were set the _____ of cleaning the room after the meeting.
2. It is a nurse's _____ to make the patients feel comfortable.
3. Her marks are quite high, so she can choose between a medical or a law _____ at university.

C

Pencil Me
Prepare to be different

employer - employee - colleague - assistant - clerk - officer - attendant

1. The shop _____ helped me choose a jumper that suited me.
2. The car park _____ is responsible for parking customers' cars.
3. All _____ are expected to be at work by 8.30. Our _____ insists on it.
4. Jill worked as a(n) _____ for a law firm before entering politics.
5. All my _____ at the office are friendly.
6. Bob is a senior _____ in the armed forces.

D**party - crew - staff**

1. A member of a political _____ gave a speech in the town centre last night.
2. The teaching _____ at our school have formed a basketball team.
3. The search _____ had no luck in finding the missing child.
4. The ship's _____ served drinks as the ship set sail.

E**aim - goal - intention - challenge - success - ambition**

1. The Maths problem was a(n) _____ and took me over an hour to solve.
2. The _____ of environmental organisations is to stop environmental destruction.
3. People with _____ will always try to achieve their _____.
4. Their first album was a great _____ and sold two million copies worldwide.
5. I have no _____ of changing my plans for tonight.

F**achieve - fulfil - cope - deal - face - succeed**

1. John _____ in convincing his boss to give him the day off.
2. He doesn't _____ with crisis situations very well.
3. Despite his health problems, Joe _____ his ambition to play in the local football team.
4. The Johnstons are _____ financial difficulties after Mrs Johnston lost her job.
5. Kim put a lot of work into her project and _____ excellent results.
6. During his career as a teacher, he has _____ with students from different backgrounds.

G**manage - run - operate - undertake**

1. You have to read the instructions carefully before you _____ the photocopying machine.
2. Brett couldn't find experienced staff so he _____ his business on his own for a few months.
3. Kate was supposed to _____ the training of the new staff.
4. The company is _____ by two people who share the responsibilities.

H**skills - qualities - qualifications - experience**

1. To get the job you must have three years' _____ in telecommunications and the necessary _____, one of which is a university degree.
2. Leadership _____ are required by a Prime Minister, as well as communication _____.
3. Learning to windsurf was a fantastic _____!

