

**A** Write one word in each gap.

Dear Sir,

I would like to (1) ..... a complaint about an article that appeared in your newspaper last week. In the article, entitled 'Why they are (2) ..... of work', the writer suggested that the unemployed were responsible (3) ..... their own situation. If the writer had (4) ..... their job properly and (5) ..... a little effort to speak to local unemployed people, they might have realised that this is not the case.

Let me begin (6) ..... saying that most unemployed people want to work. They apply (7) ..... jobs and (8) ..... a great deal of effort into changing their situation.

The truth is that local businesses are simply not taking (9) ..... new staff. The government is to blame for the way in which economic growth has (10) ..... down, making life difficult for many businesses.

I look forward to reading a more balanced article in the future.

Yours faithfully,

Rebecca Winterson

(1 mark per answer)

**B** Complete the sentences by changing the form of the word in capitals when this is necessary.

- 11 Dave left the office keys in a pub and he was sacked for being so ..... (**RESPONSIBLE**).
- 12 'Leave it to me. I'll find a solution,' the manager said, ..... (**HELP**).
- 13 All ..... (**APPLY**) are asked to send their CV to Mrs Simpson in the Personnel Department.
- 14 My job is to ..... (**SUPERVISE**) the telesales workers.
- 15 Carol has worked for us for over twenty years with great loyalty and ..... (**DEDICATE**).
- 16 All our ..... (**EMPLOY**) receive four weeks paid holiday per year.
- 17 The managing director didn't think the suggestion would ever be ..... (**WORK**), so we had to think of another solution.
- 18 It seems that Mr Jones lied about his ..... (**QUALIFY**) on his application form.

(1 mark per answer)

**C** Complete the second sentence using the word given, so that it has a similar meaning to the first sentence. Write between two and five words.

- 19 Yuri qualified and then immediately found a really good job. **than**  
No ..... he found a really good job.
- 20 Women don't often get promoted in some industries. **do**  
Rarely ..... in some industries.
- 21 I never realised that Tony was the head of Fizzyco. **realise**  
Little ..... that Tony was the head of Fizzyco.

22 I didn't know about the meeting until Tracy rang. **did**  
Not until ..... about the meeting.

23 I think you will benefit from getting a new job. **good**  
I think it will be ..... a new job.

24 The two companies finally agreed the deal. **reached**  
The two companies finally ..... the deal.

25 Customers of the bank are never allowed into the basement area. **circumstances**  
Under ..... customers of the bank allowed into the basement area.

26 I didn't think of a good answer to the interviewer's question until later. **did**  
Only ..... a good answer to the interviewer's question.

27 It was such a boring job that no one wanted to do it. **was**  
Such ..... that no one wanted to do it.

(2 marks per answer)

**D** Match to make sentences.

28 Ironworks Limited has closed .....  
29 Henry asked Janet to stand .....  
30 Mr Carter asked me to see .....  
31 I heard that Bigburger have taken .....  
32 Roger says he never set .....  
33 Apparently, Fatfoods are bringing .....  
34 I'm thinking of setting .....

A in for him while he went into town.  
B out a new flavour of ice cream next month.  
C over Cookright and plan to close some branches.  
D down and 400 people have lost their jobs.  
E up a business selling my own jewellery.  
F to the orders while he spoke to a customer.  
G out to become a millionaire – it just happened!

(1 mark per answer)

**E** Choose the correct answer.

35 The ..... for this position starts at thirty thousand euros per year.  
A wage C salary  
B payment D tip

36 After working at the same factory for thirty years, my grandfather was looking forward to his ..... .  
A overtime C charity  
B pension D allowance

37 Some people ..... to London every day from as far away as Leeds.  
A connect C correspond  
B commute D commence

38 Most governments tax people on the amount they ..... each year.  
A win C earn  
B gain D benefit

39 Shelley disagreed with the board's decision and so she ..... and went to work for another company.  
A retired C sacked  
B fired D resigned

40 When the factory closed, over a hundred people were ..... redundant.  
A done C given  
B taken D made

41 Here at Weatherby's, we provide all our ..... members, from senior management down, with regular training.  
A staff C crowd  
B crew D firm

(1 mark per answer)

Total mark: ..... / 50