

VOCABULARY

Suffixes: *-er, -or, -ist, -ian*

1 Complete the words with the correct suffix.

- 1 film direct
- 2 guitar
- 3 music
- 4 blog
- 5 reception
- 6 run
- 7 support
- 8 act
- 9 bake
- 10 goalkeep
- 11 novel
- 12 comedy

2 What do you call someone who

- 1 manages a school?
- 2 writes music?
- 3 visits a place?
- 4 doesn't eat meat
- 5 cleans?
- 6 creates art for a job?
- 7 fixes electrical equipment

3 Write the letters in the correct order to make jobs words.

- 1 akenbr
- 2 verdir
- 3 botofaerll
- 4 toruah
- 5 petiortmoc
- 6 tendsti
- 7 napints
- 8 tecsietsnis



LISTENING

1 Match the words to the meanings.

- 1 deadline
- 2 schedule
- 3 manage

a organise or control something

b a list of dates and times that shows when things will happen

c a time by which something must be done



2 Listen to the conversations. Answer the questions.

- 1 What are Sebastian and Nicola's problems?
- 2 Who are they asking for advice?
- 3 Do you agree with the advice?



3 Listen again. Are the sentences true (T) or false (F)?

Conversation 1

- 1 Sebastian has to finish some work by a specific time.
- 2 Sarah suggests that Sebastian talks to his boss.
- 3 Sebastian doesn't have a good relationship with his boss.
- 4 Sarah thinks Sebastian's boss won't understand his situation.

Conversation 2

- 5 Nicola is not very good at planning her working day.
- 6 Nicola writes reminders on bits of paper to try to improve things.
- 7 Amy thinks Nicola is successful in managing her time.
- 8 Amy says she can help Nicola a few days a week.



4 Listen again. How did the people say the following?

- 1 I have a lot of work that I haven't completed yet.
- 2 give you more time to complete the work
- 3 happy to give you support
- 4 I'm not getting any better.
- 5 pay attention to something at the latest time possible
- 6 My week is filled with a lot of work.