

Vocabulary

1 Match the words in A and B to make collocations. Then complete the sentences. You may need to change the form of the verbs and pronouns. There is one extra word in A.

A	increase apply	part- enter	find career	gradual
B	decline timer	path one's output	the job market one's niche	

- 0 My boss has asked me to come up with ways our team can increase our output.
- 1 It's difficult to _____ if you don't have any qualifications.
- 2 There's been a _____ in the number of students going abroad to study.
- 3 For a long time I didn't know what to do but eventually I _____.
- 4 My sister is a _____, she only works Monday to Wednesday.
- 5 Marketing is a _____ that I have considered.

2 Complete the sentences with the missing words.

- 0 My mother had a vocation. She worked in medicine all her life.
- 1 If she's not careful, she's going to _____ out. She hasn't had a holiday in years and she's exhausted.
- 2 There's been a steady _____ in sales but we need to do better if we want to make a profit.
- 3 Make sure you focus on your _____ in the interview. You need to show what you're good at.

- 4 He's always lacked _____ and changes his job at least two or three times a year.
- 5 It's a huge organisation with a _____ of over five thousand.

Grammar

3 Complete the second sentence so that it has a similar meaning to the first. Use reported speech.

- 0 'I will be there on time!' Greg told me.
Greg told me that he would be there on time.
- 1 'Don't take another day off!' said my boss.
My boss warned _____ day off.
- 2 'Why don't you ask Meg about it?' suggested Dave.
Dave suggested _____ about it.
- 3 'I'm not going to accept a poorly-paid job,' said Janet.
Janet refused _____ job.
- 4 'Sue hasn't applied for any other jobs,' Mark told me.
Mark said _____ any other jobs.
- 5 'Will you be staying with us one more night?' he asked.
He asked _____ one more night.

4 Complete the sentences so that they make sense using appropriate forms of the words in brackets. Add any necessary words. Use no more than six words.

- 0 Greg told me to be (tell/I/be) there on time.
- 1 I talked to a careers advisor and she _____
(recommend/ look for/new job).
- 2 During the last conference the owners of the factory _____
(persuade/workers/sign) the new contracts.
- 3 The boss _____
(beg/she/not/quit) her job but she wouldn't listen.
- 4 Everyone _____
(accuse/he/steal) although no one had any proof.
- 5 The man _____
(thank/we/complete) the project on time and we appreciated his words.

Use of English

5 Complete the second sentence so that it has a similar meaning to the first. Use the word in capitals. Write up to five words.

- 0 I'm trying to avoid helping my dad with the gardening. **GET**
I'm trying to get out of helping my dad with the gardening.
- 1 We faced many problems when we first went to live abroad. **UP**
We _____ many problems when we first went to live abroad.
- 2 She bought me a new phone, which compensated for the one she broke. **FOR**
She bought me a new phone, which _____
_____ the one she broke.

- 3 I defended my brother when he was having problems with bullies. **STOOD**

I _____ my brother when he was having problems with bullies.

- 4 Have you started checking my homework?

ROUND

Have you _____ my homework?

- 5 I've never liked people who think they are better than me. **DOWN**

I've never liked people who _____ me.

6 Complete the sentences with the missing words. The number of letters to be used is given in brackets.

- 0 We all congratulated him on getting a new job.

- 1 My parents _____ (5) me to finish school rather than get a job when I was sixteen. They really insisted on it.

- 2 Everyone was confused about her return from holidays. Then she _____ (9) why she came back earlier than she had planned.

- 3 The boy didn't _____ (5) to doing anything wrong. He said he hadn't broken the window.

- 4 Hopefully, the prices of houses will _____ (6) constant for the next year or two. We really don't want them to increase.

- 5 I can't believe I _____ (4) up with such a great idea when I was just a kid. WOW!