Lesson A GRAMMAR AND VOCABULARY

A Complete the sentences with words from the box.

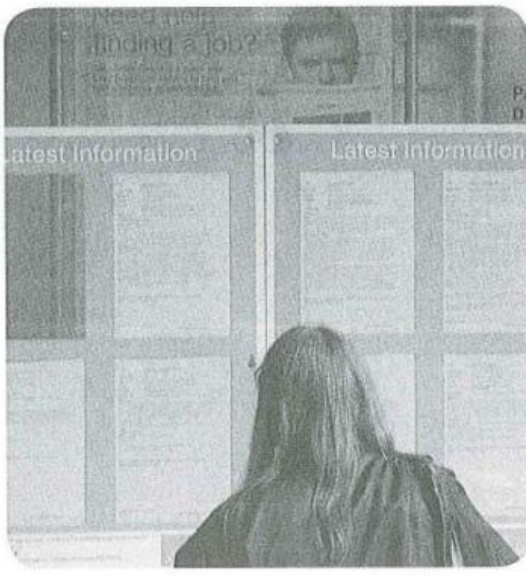
employee	assistant
boss	qualifications
volunteer	training
experience	owner

1. The _____ to the sales manager helps him do his work.
2. Angela is a _____ at her son's school. She doesn't get paid.
3. Brad has good _____ for any job in an office. He has worked for two large companies.
4. Ms. Baker has ten years of _____ as a sales representative.
5. My brother is the _____ of an Italian restaurant.
6. I am going to take a _____ program so I can get a job in a hospital.
7. I asked my _____ for a day off from work next Monday.
8. Shawn is a new _____ of the company. He started two weeks ago.

B Circle the expression that best completes each sentence.

1. I think Andy (should | had better not) take a computer course. He could get a better job.
2. You (had better not | should) come to work late again. Our boss looked really angry this morning!
3. Mark (ought to | shouldn't) eat so much candy if he has problems with his teeth.
4. You (had better not | ought to) tell your father about your car accident before he sees the car.
5. You really (should | had better) try this chocolate cake. It's delicious!

C Your friend is looking for her first job. Give her advice, using modals.



1. should I think you should get a more serious haircut.
2. shouldn't _____
3. ought to _____
4. had better _____
5. had better not _____

D Write some advice for yourself to help you improve your English.

1. _____
2. _____
3. _____
4. _____

LIVEWORKSHEETS