

Complete the sentences with *work, job or career*.

- 1 I took on too much last month and couldn't finish it all.
- 2 At the peak of her she was managing a sales force of 200 people.
- 3 Daniel Robertson's in education lasted almost four decades.
- 4 I have a very demanding, but I enjoy it, nonetheless.
- 5 At the moment we are carrying out on the design of the new stadium.
- 6 The scandal ruined his and he never worked in the stock market again.
- 7 I'm going to apply for a in a supermarket.
- 8 She had a long and brilliant in show business. At 20, she got her first steady in a small regional theatre, but it was in 1980 that her really took off when she was offered a part in a TV series.

Fill in the gaps.

Bella has a job as a PA. Basically her role is to charge of her boss, who is not a very organised person, and make sure nothing wrong. She appointments for her boss and she makes sure he his appointments. She spends a lot of time answering the phone and telephone calls¹ on his behalf. When her boss has to travel, she the reservations for him. When her boss has to a presentation, she all the preparations that are required, including photocopies of any papers that he needs. She arranges meetings for him and she the minutes² at the meetings. Bella is a very well-organised person. She a record of everything she does at work and herself targets. She does her best to achieve her goals. Every morning she makes a list of everything she needs to do. Today the first thing on her list is 'Hand my notice'³! But she's not going to early retirement. She's got a new job where she will be the boss and will have her own PA.