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 calls**[1] 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 minutes**[2] 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.

LIVEWORKSHEETS