

1 Choose the correct word.

- We've *arranged* / *developed* a meeting for next Monday.
- I *handled* / *calculated* that it would take me a year to save enough money to buy a new computer.
- I've *dealt* / *managed* with the problem, and it's all OK now.
- It takes a few days to *deliver* / *organise* a parcel to another country.
- The company is spending a lot of money on *dealing* / *developing* new products.
- You *handled* / *calculated* that difficult situation very well.
- I need to wait for this program to *install* / *develop* on my phone.
- Let's *manage* / *organise* a meeting for next week.

2 Match the sentence halves.

- My laptop is faster now, because I've installed B
- My mother manages
- I'm trying to organise
- My brother's company produces
- I'd like to run my own
- I need to

- A a party for my 21st birthday.
 B the new software.
 C company one day.
 D update my phone soon.
 E about 30 people in her company.
 F electronic parts for computers.

3 Cross out the word that is not possible in each pair.

- install* / *manage* software
- calculate* / *run* figures
- manage* / *arrange* a company
- install* / *manage* people
- deliver* / *run* goods
- deal with* / *deliver* a problem
- arrange* / *update* a meeting

4 Complete the sentences with *as* or *like*.

- It looks like it's going to rain.
- My sister works as a doctor.
- This company is known as one of the best in the world.
- I'd like to work in a job where I can be creative, as a film director.
- I'm just like my brother. We both hate working in offices.
- You look as if you're sad. What's wrong?

- I enjoy doing things as reading and watching TV in my spare time.

- I'd like to look after animals as a job.

5 Choose the correct options.

If you want to work ¹ as a teacher, you should know that it can be a ² stressful job. You have to be able to ³ deal with people, often in large groups, and ⁴ manage a classroom. You have to ⁵ handle problems nearly every day, and ⁶ produce interesting, educational lessons, and ⁷ update new information and ideas so that students can easily understand. ⁸ Despite only teaching about 25 hours a week, you still have to plan each lesson and mark homework, often in the evenings. It can be absolutely ⁹ tiring.
¹⁰ Like all this, teaching can be a great job.
¹¹ As remembers a great teacher that they had, and teaching can have a long-lasting effect on someone's life. And, of course, teaching is known ¹² as a job with long holidays, especially in the summer.

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| 1 A <u>as</u> | B like |
| 2 A professional | B stressful |
| 3 A deal | B handle |
| 4 A manage | B produce |
| 5 A deliver | B handle |
| 6 A deliver | B update |
| 7 A announce | B explain |
| 8 A Despite | B Unless |
| 9 A tiring | B exhausting |
| 10 A Instead | B Despite |
| 11 A Everyone | B Anyone |
| 12 A as | B like |