

7.2 Rules at work

Vocabulary using verbs and prepositions

1 Find and correct the mistakes in six of the sentences.

- 1 There were protests ~~on~~ ^{against} the new taxes last week.
- 2 I really must insist on you dressing more smartly.
- 3 It isn't fair to criticize me from something I haven't done.
- 4 He watched her carefully to see how she would react for the news.
- 5 Unfairly, he blamed her for the whole thing.
- 6 What am I accused from?
- 7 He thinks the rules don't apply on him.
- 8 Employees are absolutely prohibited to eating while working.

2 Choose the best option to complete each sentence.

- 1 I'm so disappointed. I was really counting _____ getting a pay rise.
a about b of c on
- 2 They reacted _____ the new rules by refusing to do overtime.
a on b against c for
- 3 Not wearing a hard hat just exposes you _____ injury.
a for b to c on
- 4 You shouldn't blame someone _____ what happened until you have all the facts.
a on b to c for
- 5 Employees need to be protected _____ unfair working practices.
a from b on c to
- 6 He insisted _____ doing all the work himself.
a on b to c against

3 Complete the text using the correct form of a verb from box 1 and a preposition from box 2 in each space. Not all the words are needed.

1 accuse apply blame count criticize expose
insist react prohibit protect protest

2 against ~~for~~ for from of on to

Dealing with difficult people at work

Does someone you work with constantly ¹ criticize you for every little thing? Maybe they ² _____ you _____ their mistakes, or ³ _____ you _____ doing things you haven't actually done? If this sounds familiar, you're not alone. Millions of people experience these kinds of problems at work. But how can you deal with it, without making things worse?

Of course, you could just ⁴ _____ a different job. But don't ⁵ _____ that solving the problem. You might just find the same sort of person at your next place of work.

People will advise you to stand up to a bully, but it's important not to get into an argument. Just describe the behaviour you don't like and ⁶ _____ it changing. For example, you could say, 'You regularly make jokes about what I look like. This is inappropriate and I don't want to hear any more.'

The bully may ⁷ _____ this by saying that it was 'just a bit of fun', or not taking you seriously, but just keep repeating what you said calmly. ⁸ _____ yourself _____ any further problems by keeping a record of what is said, or what happens, and note if there are any other witnesses. If the issue doesn't improve, take it to management to deal with.



Grammar past modals of deduction

4 Complete the sentences with a suitable past modal of deduction/speculation.

- I have no idea why Julie isn't here yet. She _____ got stuck in traffic.
- Apparently her husband is tall and blond. I saw a photo of a tall blond man on her desk. That _____ been him.
- Why did you give up so easily? You _____ really wanted it.
- All the lights are off and the doors are locked. They _____ all gone home.
- Holly really wanted that job. She _____ been disappointed when she heard she hadn't got it.
- Why did you eat all the biscuits? You had eaten three platefuls of dinner. You _____ been hungry!
- Sally cycled to work today. She _____ had a problem with her car, I'm not sure.

PRONUNCIATION auxiliary: have (2)

5a 7.3 Listen to shorter versions of the sentences in exercise 4. Notice how *have* is pronounced.

b 7.3 Listen and repeat.

6a Look at the photos and choose the best options to complete the conversations.

- A Look at the man standing on the platform. What do you think his job ¹ *must have / could have* been?

B I have no idea! He ² *might have / can't have* been giving them instructions.

A But no one seems to be paying that much attention. He ³ *must have / can't have* been the boss or anything.
- A I think this man ⁴ *can't have / must have* been a window cleaner.

B No, he ⁵ *might have / can't have* been a window cleaner. He hasn't got any water.

A Oh, you're right. So what was he doing?

B He ⁶ *might have / must have* been trying to open the window. Maybe he was a burglar?

b 7.4 Listen and find out what these jobs *really* were.



I can ...

Very well Quite well More practice

use verbs and prepositions.

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use past modals of deduction.

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