

Exercise 1

Choose the correct option for each gap.

1 Sonia _____ her job because she wanted to find something more challenging.

- A. applied
- B. resigned
- C. shift
- D. quit

2 Although Greg has had a lot of experience in the industry, he doesn't have any _____.

- A. shifts
- B. jobs
- C. work
- D. qualifications

3 The night manager is _____ for overseeing the hotel's operations during nighttime.

- A. responsible
- B. in charge
- C. unemployed
- D. self-employed

4 Only two people _____ for the position, so we didn't have to do a lot of interviews.

- A. resigned
- B. applied

- C.quit
- D.retired

5 Maria has a _____ job working a few days a week in a clothes shop.

- A.full-time
- B.part-time
- C.shift
- D.workplace

6 Do you want to lose your job? Because if you are late again, you will _____.

- A.be fired
- B.be promoted
- C.do overtime
- D.work shifts

7 I can't talk now. I have a lot of _____ to do.

- A.job
- B.earn
- C.shift
- D.work

8 Clara says her new _____ as a sales executive is really stressful.

- A.work
- B.job
- C.shift
- D.qualification

9 Now that I'm _____, I am my own boss.

- A.unemployed
- B.resigned
- C.self-employed
- D.quit

10 When Tim _____ next year, he will be 63.

- A.applies
- B.does overtime
- C.quits
- D.retires

Exercise 2

Choose the most suitable option to complete these sentences. You can use each option ONLY ONCE.

1 Anybody caught smoking in the _____ will be given a warning.

2 I _____ a decent salary working as a software engineer.

3 I have a _____ job, working from 8 to 5 in a bank every day.

4 The boss said that if I'm late for _____ again, he'll report me to head office.

5 Cara is _____ ; she hasn't worked for nearly a year.

6 As head receptionist, I am _____ of ordering office supplies.

7 I had a _____ job last month, working for three weeks in an office.

8 Ann _____ last week, so now she's the office manager.

9 Rob _____ from his job because he had been offered a better one abroad.

10 By the end of my _____, I'm always really tired.

Exercise 3

Complete each sentence using a word from the box.

a – as – for (x3) – from (x2) – in – of – to

1 I applied _____ a job with a publishing company.

2 Susan works _____ a receptionist in a busy office.

3 Susan works six hours _____ day.

4 Joseph retired _____ his job at the age of 69.

5 Larry works _____ a well-known clothing company.

6 Fred is responsible _____ training all the junior members of staff.

7 Jan works _____ an office downtown.

8 Lara is working from 12 _____ 6 tomorrow.

9 As an area manager, I am in charge _____ 10 of our shops.

10 Susan works _____ noon to midnight every Friday.

Exercise 4

Match the sentences/pictures with the terms.

apply

Laura decided to _____ from her job because she'd decided to take a year off and go traveling.

temporary

Our office is a nice _____. It's bright and spacious, and next to a train station.

workplace

I work _____ a big distribution company.

for

When I heard about the vacancy, I decided to _____ for the job immediately.

resign (or 'quit or job')

Jessica was not given the job because she didn't have the right _____s.

qualification

I hate this job, but it's not permanent, it's only _____.