Unit 9

A Complete the sentences with these words.

apply commute fill in get hold down involve make move on possess take on

1 Our accountant's main responsibilities _____ analysing our sales figures.
2 He just wants to put minimum effort into his work and that explains why he can't _____ a job for more than a few months.
3 Mandy had to _____ for her colleague who was on sick leave.
4 This is a pressurised and stressful job with little time for relaxation, so you should think seriously before you _____ for it.
5 The sales manager couldn't pinpoint exactly why the company didn't _____ a bigger profit. He suspected one of the staff was to blame.
6 I am so bored with this job and I wish I could _____ to a more interesting position.
7 Living on the outskirts of the city can be stressful and hectic when you have to _____ long distances to work every day.
8 If you continue arriving late for work, you will _____ the sack.
9 Unless you _____ both scientific knowledge and years of experience in research, you are unlikely to get promoted.
10 These days when older members of staff retire, businesses tend to _____ fewer and younger employees to replace them at much lower rates of pay.

B Circle the correct words.

1 This is my updated CV **who / that** I have completed.
2 The boss **who / which** was hiring new employees required at least two references from previous employers.
3 This is the office **where / which** I will be working in.
4 The town **which / where** I was born, has become heavily industrialised.
5 Is this the only applicant **whose / who** applied for the position?
6 Unfortunately, the position **who / that** you applied for has now been filled.
7 This is the recruitment officer **whose / who** office is adjacent to mine.
8 The reason **why / which** I'm late is that I was caught in a traffic jam while commuting to work.
9 I'm looking forward to the day **which / when** I will set up my own business.
10 I do freelance part-time work from home and this is my desk **where / when** I work.
11 I was disappointed with the salary **which / who** they offered me in my new job.
12 All jobs nowadays **which / who** require computer experience are very competitively sought after.

C Rewrite each sentence using a suitable participle clause to replace the words in bold.

1 **The manager was talking** on his mobile phone when he entered the board room.

_____

2 **The manager was unable** to provide the sales figures and his boss was dissatisfied.

_____

3 **The ideal applicant had been selected** for the post and they then offered her the job.

_____

4 **The career guidance counsellor gave James** some advice about choices of jobs and he opted to work as an engineer.

_____

5 The man **who was shouting** in that office is the boss.

_____

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6 The manager spoke to my colleagues, **who work** at a different branch of the bank.

_____

7 **Mark arrived late** for work and was reprimanded by his supervisor.

_____

8 **The employee asked** how complicated and difficult the task would be before she attempted to do it.

_____

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