

Money and business

1 Choose the correct words.

- I was happy that they offered to pay my travel ... when I came to the interview.
a income b charge **c expenses**
- After two years in business, the company was delighted to make a
a charge b profit c wage
- Linda spent most of her ... from her Saturday job on her hobbies.
a wages b expenses c savings
- How much does that shop ... to fix broken mobiles?
a set up b charge c profit
- Eva had ... of over £500 in her bank account.
a charges b profits c savings
- Mika and Ben ... their bike repair business in 2021.
a profited b set up c charged
- Raluca was happy to offer French lessons in ... for yoga classes.
a exchange b profit c wage

2 Complete the words in the text.

Michaela always wanted to be an ¹**e n t r e p r e n e u r**. After leaving school, Michaela decided to ²**s** **u** a business selling T-shirts online. She used some of her ³**s** to pay a web designer to build her a website. She used the rest of the money she had to pay other ⁴**e**, such as buying plain T-shirts, printing her designs on them and selling them. During her first six months, her total ⁵**i** from selling the T-shirts was less than £1,000 and she didn't make any ⁶**p** at all. But then she decided to give away some of her T-shirts in ⁷**e** for posts about them on social media. Soon, Michaela's business was a great success.

Personal skills

3 Complete the sentences.

- Harry's attention to detail got him the editor's job.
- Having good communication skills means knowing the best way to reach an agreement with someone.
- The person in charge of running the summer fair needs excellent organizational skills.
- We need someone with very good creative skills to create a poster for the concert next month.
- I don't think I'm the right person to build your website as I've never done any programming.

4 Correct the mistakes in the dialogue.

- Maria** I'd like to ask you about your skills and experience. Have you got any experience of computer **thinking**¹ programming?
- Leon** Not really, but I'm very happy to learn.
- Maria** That's good to know. What about your attention to **design**² _____?
- Leon** I'm very good at paying attention to the smallest of facts.
- Maria** I see. What about your time **leadership**³ _____?
- Leon** This is one of my strengths. I'm excellent at using my time well and always complete tasks on time.
- Maria** What about your **creativity**⁴ _____ skills?
- Leon** I have a lot of experience of planning, arranging and preparing events.
- Maria** Can you tell me about your **leadership**⁵ _____ skills?
- Leon** I have done a lot of public speaking, and I'm confident at expressing myself.
- Maria** Great. Critical **programming**⁶ _____ is also an important skill here.
- Leon** I'm very skilled at analysing information and solving problems.
- Maria** Finally, do you think you've got the **design**⁷ _____ skills to become a manager?
- Leon** Not yet, but I'm very keen to learn about management and taking charge.

Extra: Personality adjectives

5 Choose the correct adjectives.

- someone who is good at making things
a curious **b practical** c ambitious
- wanting to do something very much
a determined b encouraging c generous
- relaxed; not worried, stressed or excited
a ambitious b calm c keen
- interested in and enthusiastic about something
a calm b keen c competitive
- wanting to be more successful than others
a determined b competitive c curious
- happy and keen to give to other people
a generous b practical c motivated
- wanting to know something
a calm b curious c ambitious

For me, these exercises were ... ☐ easy ☐ OK ☐ difficult

Present perfect tenses

- 1 Complete the table with the past participle of the verbs below.

charge design have look make own see
sell set up take use watch

Regular past participles	Irregular past participles
charged,	had,

- 2 Complete the sentences with the present perfect simple or continuous form of the verbs below.

be come have learn make own save
sell work

- Tom has been saving money for a new laptop since January.
- We _____ any customers in the shop all day.
- Ollie's very tired because he _____ in the café all day.
- Sarah _____ a lot about time management since she started her new job.
- Callum _____ a member of the team for over six months.
- It's a great restaurant and I _____ here since it opened last year.
- They _____ the business for over three years.
- I'm worried because the company _____ a profit in four years.
- They _____ candles online since 2020.

- 3 Complete the article with the correct form of the verbs below.

achieve be able to become come develop
have sell ~~turn~~ work

Turning cookies into dough!

There are a lot of people who ¹ have turned their hobbies into jobs, but there aren't many people who ² _____ what Cory Nieves has in his short life. Ever since he can remember, Cory ³ _____ a taste for sweet things. And when he was only six years old, with the help of his mum, he set up a business selling hot cocoa in his hometown of Englewood, USA.

This proved successful and so Cory learned to bake cookies, something he ⁴ _____ very good at since then. He set up his company, Mr Cory's Cookies, and together with his mum, they ⁵ _____ hard to make it the success it is today. The company ⁶ _____ a range of healthy cookies and it ⁷ _____ them to some of the USA's top companies, including Macy's and Whole Foods. His success has also meant he ⁸ _____ help charities and children's organizations in his area. Although success and fame ⁹ _____ early to Cory Nieves, everyone knows the best is yet to come!

Question forms

- 4 Complete the dialogues with *who*, *what*, *where*, *when*, *why* or *how*.

- 'When did you set up the company?'
'In 2021.'
- '_____ made the decision to open the shop?'
'My business partner made the decision.'
- '_____ many people work here?'
'45 people work here.'
- '_____ has been your biggest selling ice cream flavour since you opened?'
'Double chocolate.'
- '_____ did you change the name of the shop?'
'Because we didn't like the original name.'
- '_____ will you open more shops?'
'Next year.'
- '_____ did you learn to make such good ice cream?'
'In Italy.'

- 5 Complete the questions.

- How much profit has your company made this year?
- How long _____ it take to make a cake?
- _____ decided to call the shop Daily Cakes?
- _____ is the reason for your success?
- How often _____ you manage to take a day off work?
- What do you want to talk _____?
- This has been your most popular product, _____ it?
- Where _____ you buy those beautiful flowers?

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