

Work and business

1. Choose and write the correct answer (the word NOT the letter).

- The _____ for this position starts at €30 000 per year.
A **wage** B **prize** C **salary** D **tip**
- After working at the same factory for thirty years, my grandfather was looking forward to his _____.
A **overtime** B **pension** C **charity** D **promotion**
- Many people have to _____ long distances to get to work.
A **connect** B **commute** C **correspond** D **run**
- Experienced engineers can _____ a good salary if they have specialised skills.
A **win** B **gain** C **earn** D **benefit**
- Shelley disagreed with the CEO's decision and so she _____ and went to work for another company.
A **retired** B **fired** C **sacked** D **resigned**
- When the factory closed, over a hundred people were _____ redundant.
A **done** B **taken** C **given** D **made**
- All members of _____ must attend regular training sessions to improve their skills.
A **people** B **staff** C **crowd** D **employers**

2. Match to make sentences.

- "Ironworks Limited" has **closed** _____. A. **in** for him while he went into town.
- Henry asked Janet to **stand** _____. B. **out** a new flavour of ice cream next month.
- Mr Carter asked me to **see** _____. C. **over** "Cookright" and plan to close some other stores.
- I heard that "Bigburger" have **taken** _____. D. **down** and 400 people have lost their jobs.
- Roger says he never **set** _____. E. **up** a business selling my own rings and chains.
- Apparently, "Magnum" are **bringing** _____. F. **to** the orders while he spoke to a customer.
- I'm thinking of **setting** _____. G. **out** to become a millionaire - it just happened!

3. Choose the correct part of speech.

- Even when dealing with an angry customer, she behaved calmly and _____.
- I sent my _____ for the sales assistant position yesterday and included my CV and cover letter.
- One of her main duties is to _____ new workers and make sure they follow company rules.
- The company currently has over 200 _____ working in its offices and factories.
- After the factory closed, hundreds of workers became _____ and had to look for new jobs.
- With no proper training, the new worker felt _____ when customers were asking difficult questions.
- Employees who work at weekends receive _____ pay for the extra hours.
- The _____ is responsible for making decisions and checking that tasks are completed.
- The new system was completely _____, so the company replaced it after only a few months.
- You must be fully _____ for this position and have the necessary training and certificates.

4. Complete the sentences with the missing prepositions. You can use each preposition more than once.

- He **applied** _____ a position at an international company after seeing the job advertisement online.
- After university, he hopes to **work** _____ a marketing assistant for a large company.
- She was **absent** _____ work for three days because she had the flu.
- We are looking for someone who is **experienced** _____ dealing with customers and solving complaints.
- I **made an arrangement** _____ my manager to work from home twice a week.
- The office administrator is **responsible** _____ preparing documents and answering emails.
- Your final salary **depends** _____ your experience, qualifications and level of responsibility.
- If you **put effort** _____ improving your skills, you are more likely to progress in your career.
- This company **specialises** _____ providing IT services for small and medium-sized businesses.
- She is very **good** _____ organising meetings and keeping the team on schedule.

5. Complete the situations below with the correct word from the list. Use each word only once.

- If you want to be successful in your career, you need to work _____ and stay focused.
- Nurses often work long _____, including nights and weekends.
- After graduating from university, I plan to _____ for a position in marketing.
- He decided to _____ from his old company because he was offered a better job at a bigger firm.
- Many _____ workers struggle to cover their basic living costs.
- Working as a teacher can be very _____, especially when you see your students improve and succeed.
- Collecting garbage is often seen as an _____ job, but it's an important one that keeps cities clean.
- My dream _____ is to become a video game designer because I love technology and creativity.

6. Read the text and fill in the text with the missing words from the list. Use each word only once.

When I finished university, I wanted to choose a ¹ _____ that would let me help people and use my creativity. I decided to study graphic design because it combines art and technology. At first, I worked as an ² _____ at a small advertising agency, where I learned how to design posters and logos. Even though the pay was low, the experience helped me understand what it means to be part of a creative team.

After a few months, the company hired me as a ³ _____ employee to help with a big project. During that time, I also tried ⁴ _____ work for the first time. Working from home was nice, but I sometimes missed chatting with my ⁵ _____ in the office.

Now I dream of becoming independent and learning how to run a business of my own. My grandfather, who is ⁶ _____, always tells me that success doesn't come easily — you have to work through challenges and stay patient. He also reminds me to treat my employees fairly because nobody likes to be ⁷ _____ unfairly. His advice motivates me to keep improving and to build a career I can be proud of.