Vocabulary

1 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and six words, including the word given. Here is an example (0).

0 Just keep doing the work you have.

GET

Just *get on with* the work you have.

1 It wasn't easy to understand what I was supposed to do in my new job.

FEET

It wasn't easy to _____ in my new job.

2 I really damaged my opportunities when I criticized the boss in an email.

SHOT

I really _____ when I criticized the boss in an email.

3 I'm always saying the wrong thing – yesterday I told my girlfriend's mum she looked good considering how
old she was!

PUTTING

I'm always _____– yesterday I told my girlfriend's mum she looked good considering how old she was!

4 I'm busy now, but I'll find time to write the essay later.

ROUND

I'm busy now, but I'll _____ the essay later.

5 My dad was a professional pianist – I intend to have a similar career. I'm going to be a musician too.

FOOTSTEPS

My dad was a professional pianist – I intend to _____. I'm going to be a musician too.

6 Don't ask me to dance! I'm hopeless at dancing!

TWO

Don't ask me to dance! I've _____.

7 How did you avoid punishment when you kicked the football through the principal's window?

AWAY

How did you _____ kicking the football through the principal's window?

8 Jenny always does things correctly.

BOOK

Jenny always does things _____ .

2 Use the word given in CAPITAL LETTERS at the end of each sentence to form a word that fits in the gap in the same sentence. Here is an example (0).

0 Being a nurse is an important *occupation* . OCCUPY

1 At work, Susie is very_____ – she works through each part of the project step by step. METHOD

2 What's your job? What do you do for a _____? LIVE

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3 My _____was to photograph the explorers as they climbed the mountain – it wasn't an easy task. ASSIGN
4 You should always follow the correct _____when dealing with dangerous substances. PROCEED
5 Dan is an_____ student – he loves learning about new things and does lots of research. ENTHUSE
6 If you don't have all the tools, be _____ and improvise with what you have. RESOURCE
7 It's a _____ machine. It never breaks down. RELY
8 Erring on the side of _____ is better than cutting corners. CAUTIOUS
9 Being _____ on her work, Kim managed to finish the project before the deadline. FOCUS
10 All our staff are hard-working and _____. They value your custom. CONSCIENCE

Grammar

3 Complete the text using the correct perfect or passive form of the verbs in brackets. There is an example at the
beginning (0).

The thatcher

Paul Stewart **(0)** *has been working* (work) as a thatcher for the last five years. He is happy in the job. He used to _____ **(1)** (employ) by a major accountancy firm in the city. That job seems a long time ago now. Back then, he _____ **(2)** (earn) a lot of money, but he _____ **(3)** (not feel) any job satisfaction.
He doesn't regret giving up the high salary to learn a new skill. He is thankful for _____ **(4)** (give) the opportunity to find an occupation he enjoys. He _____ **(5)** (love) thatching ever since he climbed up on his first roof.
In case you don't know, thatching is a traditional craft which _____ **(6)** (carry) out in small villages across England since ancient times. Reeds from rivers are used as a roofing material to create beautiful and well insulated roofs. However, it isn't an easy thing to do. The reeds need _____ **(7)** (select) carefully and can't be used until they _____ **(8)** (dry) out.
The skill of the thatcher is something you don't master overnight. Paul _____ **(9)** (learn) his craft for over two years before he thatched his first roof and says it was one of his biggest accomplishments! By the end of the year, he _____ **(10)** (complete) his hundredth thatched roof. 'We're planning a little celebration to mark the occasion,' he says.

4 Complete the sentences with the correct form of the verbs in brackets. Use a passive form whenever possible.
Here is an example (0).
0 Despite *being told* (tell) the news, Stephen refused to believe it.
1 Although he _____ (fail) the previous course, Eddie was determined to enrol on the next one.
2 Over the last decade, students at the institute _____(know) to cheat in exams on a systematic basis. This must stop.

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3 If they continue to behave in this way, they might _____ (ask) to leave.
4 You can't _____ (blame) the weather for your failure to complete the course. It was sunny all day.
5 Not _____ (invite) to the wedding really upset Samantha.
6 I _____ (not accept) on the course until I had paid the fee.
7 The national stadium _____ (rebuild) right now, so international matches will take place elsewhere.
8 Anyone who _____ (not give) a form yet should contact Emily at the admissions desk.
9 All sections need _____ (fill) in before you can leave.
10 It's not easy _____ (tell) you aren't good enough.

LIVEWORKSHEETS