1 Complete the sentences with words and phrases in the box.

office | an American airline | she work | hours a day | work for
long hours ✓ | earn much | job | ten to six | a factory | does he earn

▶ He works long hours.
1 She works ten ____.
2 I work in ____.
3 He works in an ____?
4 Who do you ____?
5 How much ____?
6 Where does ____?
7 She works for ____.
8 She doesn't ____.
9 It's a full-time ____.
10 I work from ____.

2 Complete the text.

My sister's a nurse in our local ▶ hospital. She only works (1) ____-time – about 15 hours (2) ____ week – and she doesn't (3) ____ much money. Nurses in our country generally get (4) ____ wages. Her husband is a doctor, and he works very long (5) ____ – sometimes 14 hours a (6) ____. He earns about $90,000 a (7) ____ which is a very high (8) ____ in our country.

3 ABOUT YOU If you have a job, write answers to the questions. If you don't, ask someone who has a job.

1 What's your job? ____
2 Who do you work for? ____
3 Where do you work? ____
4 How many hours do you work? ____

4 There are mistakes in six sentences. Find the mistakes and correct them.

▶ I spent a day to ~~meet~~ clients. meeting
1 He does a lot of phone calls. ____
2 I have a meet this afternoon. ____
3 She spends a lot of time type. ____
4 She designs offices. ____
5 Could you organizate a meeting? ____
6 I wrote the report last night. ____
7 We discussed about our problems. ____
8 I answered to the phone. ____

5 Complete the text.

I have a really interesting new job in the office of a language school. It's a ▶ full- time job and I work from nine to five. I (1) ____ new students when they arrive at the school, and of course, I (2) ____ the phone and (3) ____ letters and emails. I (4) ____ a lot of time (5) ____ phone calls to help students who don't speak much English. I really like my other (6) ____ in the office – they're very friendly, and if I have any problems we can (7) ____ them. I also (8) ____ meetings for my boss with important (9) ____ from other countries. Sometimes, I (10) ____ to go to meetings with her. It's a nice place to work.

LIVEWORKSHEETS