

D These people are thinking about making some changes in their lives. Complete the paragraphs with the correct forms of *do* or *make*.

1. *Kevin* "I want to _____ a good living, so I want to get a business degree. But first I should _____ some research. I'll _____ a list of schools and find out which ones I can afford. Then I'll _____ a decision about which schools to apply to."

2. *Sarah* "I'm _____ a lot of thinking about my current job. I probably _____ a mistake when I came here. I worked hard at first and I _____ a good impression. But the work just isn't very meaningful. I've _____ some good, but I'm not really _____ a difference. If I'm going to leave, I'd better _____ up my mind soon."

D 10 points
(1 point each)

1. _____
2. _____ 3. _____
4. _____
5. _____ 6. _____
7. _____
8. _____
9. _____
10. _____

E Use the words in parentheses to end the phone conversations.

1. *A* By the way, how's that new exercise class going?
B Fine, but I can't talk now. _____ (call)?
2. *A* Is this a good time to talk?
B Uh, not really. I'm late. _____ (run).
3. *A* I'm thinking about changing my apartment. Do you think I should?
B Sorry, I have an appointment. _____ (go).

E 6 points
(2 points each)

1. _____
2. _____
3. _____

F Read the Web-page description of the job. Then check (✓) the five correct statements.

F 10 points
(2 points each)

Personal Assistant FAQs (Frequently Asked Questions)

1. **What is a Personal Assistant (PA)?** A PA manages the daily life of his or her boss. Some PAs work for wealthy and often famous people.
2. **What does a PA typically do?** It depends on the employer. Often a PA organizes the employer's daily schedule, makes travel arrangements, pays bills, and runs various errands.
3. **How much does a PA make?** A PA's salary is usually between \$45,000 and \$70,000 a year.
4. **How is a PA's job special?** The working relationship between employer and employee usually becomes very close.
5. **What are the good and bad things of being a PA?** On the good side, PAs often lead exciting and luxurious lives. On the down side, they never have their own life because their employer can call them at any time.
6. **What is the most important qualification for a job as PA?** A PA has to be outstanding at personal relationships. A PA has got to know immediately what the employer wants and needs, and be able to carry out that person's wishes.

A Personal Assistant ...

- | | |
|--|---|
| ☐ is often a wealthy and famous person. | ☐ has a close relationship with the employer. |
| ☐ can have many different responsibilities. | ☐ probably won't have a boring life. |
| ☐ does a lot of volunteer work. | ☐ usually knows a lot about the employer's life. |
| ☐ has to understand other people very well. | ☐ has a separate life from the employer's. |

1. _____
2. _____
3. _____
4. _____
5. _____

Total:
_____ out of 50

INIT



Lesson A Talking about the future

A A man is telling a friend about his plans for the evening. Circle the correct phrases to complete the sentences. Sometimes both are correct.

Well, tonight I'm going to stop / I stop by the store on my way home. I need to get some stuff for dinner. I think I'll buy / I'm buying some pasta, and I'll make / I make some garlic bread. That sounds good. So, yeah, we eat / we're eating late tonight because I have / I'll have a gym class at 6:00. I think I'll go / I'm going to go home straight after class, because my roommate's having / my roommate has dinner with me tonight. I guess he's not getting / he won't get home until 7:30, so maybe we'll eat / we're eating at about 8:00. I think we're going to go / we go out later. There's a movie I want to see. It starts / will start at 10:00.

About you

B Pair work What plans do you have for tonight? Tell your partner.

Common errors

Use *have to*, not *'d better*, for general advice. Use *'d better* for a particular situation.

You have to get a visa to travel to some countries.
(NOT ~~*You'd better get a visa to travel to some countries.*~~)

INIT



Lesson B What's advisable, necessary, preferable

A Rewrite these sentences about making changes in life. Use the words given.

- I'd prefer not to move out of my apartment. ('d rather not)
I'd rather not move out of my apartment.
- I should really learn to drive. (be going to have to)

- I should save some money to buy a car. (ought to)

- I think you should talk to your boss about a promotion. (might want to)

- My brother should get a job soon, or he won't be able to pay his rent. (had better)

- My classmates shouldn't go out tonight, or they won't pass the exam tomorrow. (had better not)

- My sister wants to go to Europe. She should learn some English before she goes. ('d better)

- My friend has to choose her major soon, but she says she prefers not to think about it. ('d rather not)

- My parents are going to have to retire soon, but they say they prefer to work. (would rather)

- I should get more exercise – I spend too much time at my desk. (ought to)

About you

B Pair work Make the sentences you wrote true for you. Then compare.

"I'd rather not stay in my apartment. It's too small!"