VOCAB AND GRAMMAR REVIEW

talk english

Stress

1. Complete the text with the best words.

The dictionary defines stress as 'a continuous feeling of worry that prevents you from relaxing'. At work, there are a lot of potentially stressful situations. For example, having to 1_____ a formal meeting or to 2_____ a presentation to senior executives can cause stress, especially the first time. In fact, all kinds of situations are more stressful when you have never found yourself in them before. However, experience does not always solve the problem. Indeed, many people say that they always feel under stress when 3_____ a valuable contract or meeting important visitors from abroad, or even just when working to 4_____ deadlines. Other situations that employees generally find difficult to cope with include dealing with a customer who has a 5_____, or asking the boss for a pay 6_____. All the situations mentioned above are examples of short-term stress. Experts agree that this kind of stress is less damaging to health than long-term stress, which happens when employees constantly work 7_____ pressure or have to cope with an ever-increasing 8_____. In such cases, a complete change of 9_____ can of course be a solution, but companies should try to reduce stress levels before their employees are severely 10_____. Otherwise, absenteeism may increase, and some staff may even decide to 11_____.

1	a) direct	b) go	c) lead
2	a) make	b) speak	c) show
3	a) dealing	b) negotiating	c) transferring
4	a) sharp	b) tight	c) narrow
5	a) complaint	b) complaining	c) complain
6	a) rising	b) bargain	c) rise
7	a) on	b) in	c) under
8	a) workload	b) workforce	c) workaholic
9	a) life cycle	b) lifetime	c) lifestyle
10	a) worked out	b) overworked	c) worked over
11	a) recruit	b) resign	c) participate

LIVEWORKSHEETS

2. Complete the text with the correct form (past simple or present perfect) of the verbs in brackets.

I 1_____ (work) for Dat@ready since last summer. So far it 2_____ (be) enjoyable and I 3_____ (not /have) any difficulties. At the beginning I 4_____ (expect) to have a lot of problems, though. I 5_____ (think) I might not get on with my colleagues, but all of them 6_____ (be) friendly and supportive since the very first day.

Last week, for example, I 7_____ (have to) meet some tight deadlines, which 8_____ (be) quite stressful. One of my colleagues 9_____ (offer) to collect all the data 10_____ (need) for the quarterly report. This 11_____ (save) me at least half a day's work. I 12_____ (work) in four different countries over the last ten years, but I 13_____ (never/ feel) so welcome as at Dat@ready, I must say."

LIVEWORKSHEETS