A Complete the sentences.

1 Tom says friendly colleagues are more important than a h i g h s a l a r y.
2 I can start work at 7.30, 8.30 or 9.30. I'm really glad I can work f _____ h ____.
3 Her job has a lot of t _____ o _____. She goes to a different country every month!
4 When I travel on business, the company pays for my meals and my hotels. It's so easy when you have an e _____ a _____.
5 My company has a gym, a swimming pool and many other s _____ f _____.
6 All our sales representatives use c _____ c ___ to visit customers in other cities.
7 I drive to work so I'm glad my company has free p _____ f _____.
8 For me, j __ s _____ is what I need most. I have three children so I don't want to be out of work.

B Write the missing letters to make names of days, months or seasons.

1 Th u r s d a y
2 ____h
3 _i____
4 __b_____
5 ____d__
6 __t___

C Complete the sentences with *at*, *in* or *on*.

1 Our departmental meeting is ...on... Friday afternoon.
2 I don't like meetings ..... the morning.
3 The first interview is ..... 17th December.
4 The second interview is ..... January.
5 When he travels all day, he can't sleep ..... night.
6 She usually visits our head office ..... the autumn.
7 They never work ..... the weekend.
8 Are you free ..... Wednesday?
9 Susan sometimes works ..... Saturdays.
10 Do you often go out ..... the evening?
11 He starts his first meeting ..... 8.30.

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