

**A** Complete the sentences.

- 1 Tom says friendly colleagues are more important than a high salary.
- 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 Thursday
- 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.