1) Complete the sentences below with a correct form of the verbs in the box. There are some verbs you will not have to use:

APPLY - DO - MAKE - GET - RESIGN - RETIRE - SACK - FIRE -
SET UP - WORK - EMPLOY - INTERVIEW

a) My cousin _____last week because he was offered a better job in an international company. His colleagues gave him a farewell party last Saturday.
b) If you are interested in the vacancy, you should _____for it as soon as possible because it is a good job opportunity.
c) I sometimes have to _____overtime, but I usually leave at about 8 o'clock in the evening
d) I would hate to _____the night shift.
e) The secretary was _____redundant because she had proved to be quite irresponsible.
f) If Mike keeps on being late for work, the boss will probably _____him.
g) My grandfather _____when he turned 65, but he had been working most of his life.
h) If he does not meet the deadline once again, he will _____the sack because we are all fed up with his lack of commitment.

2) Write ADJECTIVES for the definitions below:
   a) If you only work a few hours a day, you have a _____ job.
   b) But if you work 8 hours a day, your job is _____.
   c) If you do not have a job, you are _____.
   d) If you only work for a period of time, with a short contract, you have a _____job.
   e) But if you plan to work at the same place for your whole life, you have a _____job.
   f) If you have a university degree, other degrees or a lot of experience, you are _____.

3) WORD FORMATION. Complete the sentences with the correct form of the words:
   a) Employees were always _____because they had to work long hours. EXHAUST

b) Resigning may be _____for you as you are not satisfied with the working conditions. BENEFIT
c) He loves his job because it is really _____. REWARD
d) You need to have good _____if you aim at finding a good job. QUALIFY
e) The shop _____will give you a hand in a minute. ASSIST
f) I have to write a letter of _____if I want to get the job. APPLY
g) They are almost 70 so they must be coming up to _____. RETIRE
h) My previous boss gave me an excellent _____and I got the job. REFER
i) Is there any chance of _____? PROMOTE
j) He handed in his _____yesterday morning. RESIGN
k) I would love to be a _____as I really like foreign languages. TRANSLATE