

# Advice and Suggestions

Complete the table using the problems and advice/suggestions below.

- a) You should try thinking about something completely different.
- b) You ought to go on a course.
- c) Why don't you go travelling until then?
- d) It takes me two hours to get to work.
- e) I've got too many online connections.
- f) I don't find my job very challenging.
- g) How about looking for a new one?

| Problem                                       | Advice/Suggestion                                 |
|-----------------------------------------------|---------------------------------------------------|
| My computer skills are not very good.         |                                                   |
|                                               | Why not try speaking to your manager?             |
| I really don't earn enough in my present job. |                                                   |
|                                               | You shouldn't accept everybody.                   |
| My new job starts in three months.            |                                                   |
|                                               | You could apply for a transfer to another branch. |
| I get so nervous before interviews.           |                                                   |

Match 1–7 with a–g to complete the sentences.

- |                                                      |                                                  |
|------------------------------------------------------|--------------------------------------------------|
| <b>a</b> keep your profile updated.                  | <b>e</b> to rewrite your introduction.           |
| <b>b</b> contacting a recruitment agency?            | <b>f</b> people to endorse your profile?         |
| <b>c</b> get a better photo for your online profile? | <b>g</b> some online courses to improve your CV. |
| <b>d</b> put false information on your profile.      |                                                  |

1. Why don't you
2. How about asking
3. You should always
4. You could do
5. You shouldn't
6. Why not try
7. You ought

Put the dialogue in the correct order (1–8). Two lines have been done for you.

- a How's it going? 1
- b Why don't you apply for a working visa for Australia or New Zealand?
- c I haven't got enough money. Those courses are expensive.
- d I tried that but no luck. They said I need to improve my English.
- e Not too bad but I'm still looking for a job.
- f That's a good idea. I could get a job and learn English at the same time. 8
- g You could go on an intensive course.
- h How about contacting a recruitment agency?