

UNIT 3- MAKING A LIVING

1. Complete the sentences with correct collocation.

- The secretary has gone to . He will be back in an hour.
- Our boss doesn't if two of us disagree. He lets us work it out for ourselves.
- Actually, it's Jennifer that in this office. If you have a question, ask her.
- . You've got a few months until your deadline.
- Those children are really . I wish people wouldn't bring their kids to work.
- Clarissa certainly our hospitality. She stayed with us for over a week.
- We're office supplies. Please order some from the shop.
- We often our families. We forget how thankful we should be to have them.

2. Match the collocation in A with the correct definition in B.

TAKE YOUR TIME	be in control of a place or activity.
TAKE FOR GRANTED	be out of control.
TAKE SIDES	choose one side of an argument.
TAKE ADVANTAGE OF	don't rush.
RUN WILD	exploit.
RUN SHORT OF	make a short trip for a specific purpose.
RUN AN ERRAND	not have much left.
RUN THE SHOW	fail to appreciate.