I have a … called Natalia. I've … her for about 12 years now. We … at work. She was a … of mine at the company where I used to work, and we used to have our coffee breaks at the same time.

keep in touch, argue, got on well, have a lot in common, close friend, lost touch, colleague, known, meet

We … . Although we don't … (we have quite different interests). We don't work together any more, and when I changed jobs we … for a couple of years. But now we … regularly. We phone each other once a week, and we see each other about twice a month. We don't often …, only sometimes about films as we have completely different tastes!

LIVEWORKSHEETS

Grammar

2 ***Complete the sentences with the correct form of*** *'used to'* ***and the verb in brackets.***

1 She … *(go)* to the cinema every week, but she doesn't have time now.
2 We never … *(eat out)* but now we go to a restaurant twice a week.
3 … *(you/wear)* a uniform when you went to school?
4 I … *(go)* to the gym three times a week, but not any more. I'm too busy.
5 He … *(not like)* children, but now he's the perfect father.
6 He … *(be)* very patient, but now he's really impatient.
7 … *(they/go)* to the bench a lot when they were kids?
8 We … *(not have)* a long holiday, but this year we're going to the Crimea for six weeks!

LIVEWORKSHEETS

staff, experience, profession, requires, application, apply, well-paid, salary, graduated, fluently, Master's degree, offers, Bachelor's degree

LIVEWORKSHEETS

My cousin Liza is an interpreter. She gets a good (1)… . Liza speaks English and French (2)… . She studied at the university and travelled a lot. It helped her to improve her language skills, learn more about culture and traditions. Liza has an (3)… of working as an interpreter for seven years.

My older brother Denis is a manager. His job is (4)… . Although it is sometimes difficult to get in touch with him during the day, but his (5)… is very interesting.

First he (6)… from a university where he got (7)… … in economics. Denis' work (8)… a lot of teamwork. I know he is quite successful. I'm proud of him.

As for me, I am a secretary at a textile factory. We receive many letters of (9)…, because our factory (10)… good work conditions. Next year I am going to get a (11)… … in psychology and to (12)… for a position of a personnel manager. I know the director needs a person who can help to work with the (13)… .

LIVEWORKSHEETS

Grammar

2 ***Complete the dialogues with the Past Simple or the Present Perfect.***

1 ***A:*** How long … at university? *(you / be)*
B: I … two years ago. I'm in my third year now. *(start)*
A: Do you live with your parents?
B: I … with them for the first two years but I … into a student hostel last September and I … there since then. *(live, move, live)*

2 ***A:*** … a job yet? *(your brother / find)*
B: Yes, he … work in a hotel. *(just / start)*

LIVEWORKSHEETS