

## Vocabulary

**1 Complete the phrasal verbs in each sentence with these prepositions.**

off on out up to

- The department store is taking ..... twenty new staff members this month.
- Many people have to take ..... a bank loan to buy a car.
- It may be several years before a new company's sales really take .....
- Helga feels she can't take ..... any more responsibility at work – she's got enough to do already.
- Graham and Helen haven't been sailing long – they only took it ..... this year.
- Fergus didn't take ..... his boss immediately, but after a while they began to get on well.
- This social media trend has really taken .....
- The dog doesn't normally take ..... new people, but he likes you!

**2 Match the suffixes to the words. Write the answers on the lines. You can use them more than once.**

1 Someone who teaches at university is a lectur.....	-ist
2 Someone who writes books is a novel.....	-er
3 Someone who sells goods to another company is a suppli.....	-ant
4 Someone who is learning new skills is a train.....	-ian
5 Someone who thinks of new products is an invent.....	-or
6 Someone who gives professional advice is a consult.....	-ee
7 Somebody who studies mathematics is a mathematic.....	
8 Someone whose job involves finding and checking information is a research.....	

**3 Complete the sentences with these words.**

apprenticeship bachelor's institutions line  
overtime postgraduate promotion self-employed

- Most people do a ..... degree before a master's.
- If you are ....., you work for yourself.
- An ..... is generally done in the workplace.
- Colleges and schools are academic .....
- She finished her degree and then started a ..... course in Education.
- Getting a ..... at work usually means your earnings will go up.
- ..... is work done outside someone's normal contracted hours.
- The person who is directly responsible for managing you at work is your .....-manager.

## Grammar

### 1 Circle the correct option.

- 1 Last week's training course was *a* / *some* great opportunity to improve my IT skills.
- 2 Veronika didn't get *an* / *any* advice from her lawyer before buying the company, which was a mistake.
- 3 The biologist has done *lots of* / *many* research into fungi.
- 4 The company is expanding into a *few* / *little* new regions next year.
- 5 Unemployment *has* / *have* been falling steadily for the last six months.
- 6 I didn't know about *much* / *many* of the latest discoveries of insect species until I went to the lecture.
- 7 There *is* / *are* some interesting new technology in the field of wearable computers.
- 8 There are *little* / *few* professions as rewarding as teaching.

### 2 Complete the sentences with these words.

're celebrating      'll have      'll have been      'll have finished      'll have gone  
're going to go      won't be doing      won't be celebrating

- 1 We've decided against going to the cinema. We ..... round to Ellie's instead.
- 2 As we probably ..... anything between five and six tomorrow evening, we can go to George's restaurant, where there's a special deal on.
- 3 When I'm 25, I ..... my degree and I'll be working instead of studying – I hope!
- 4 We ..... my birthday in this flat next year – we'll be in our new place!
- 5 I won't be home till about nine tonight, so I guess you ..... out by then.
- 6 For my main course, I think I ..... the duck. What about you, Martina?
- 7 We ..... my promotion on Saturday with a big party.
- 8 In January I ..... working here for a whole year.

### 3 For each gap, circle the correct answer.

Ulrike and Lisa are talking on the phone ...

**Ulrike:** Lisa, shall we meet up after work on Monday? I want to hear all about your engagement!

**Lisa:** OK! What time (1) ..... on Monday?

**Ulrike:** Four o'clock. But I (2) ..... dinner with my aunt later.

**Lisa:** OK, so we can just go for a coffee. It (3) ..... great to see you!

**Ulrike:** I can't wait! (4) ..... your engagement ring? I'd love to see it.

**Lisa:** Of course I (5) .....! I (6) ..... it off now!

**Ulrike:** Great! Anyway, I must go and catch my bus now. It (7) ..... in ten minutes. I (8) ..... you on Monday!

- |                          |                         |
|--------------------------|-------------------------|
| 1 do you finish          | are you going to finish |
| 2 have                   | 'm having               |
| 3 is                     | 'll be                  |
| 4 Will you be wearing    | Will you have worn      |
| 5 'll                    | will                    |
| 6 'm never going to take | will never have taken   |
| 7 will leave             | leaves                  |
| 8 'll see                | 'll be seeing           |