

**1 Underline the correct answer, a), b) or c).**

- 1 I b to go to bed early tonight because I'm catching a flight to Majorca at 6.30a.m.  
 a) used    b) have    c) would
- 2 If my boss asks why I want the day off, what \_\_\_\_\_ I say? Let's face it, I don't want him to know I have an interview for a new job.  
 a) should    b) wouldn't    c) must
- 3 You're very lucky you \_\_\_\_\_ work at weekends. I usually do and it's really not much fun!  
 a) mustn't    b) shouldn't    c) don't have to
- 4 The doctor told her that she \_\_\_\_\_ carry anything heavy for three months after the operation. He said it would be dangerous.  
 a) should    b) mustn't    c) didn't have to
- 5 They \_\_\_\_\_ invest in that company. It isn't doing very well at the moment and they might lose all their money.  
 a) must    b) shouldn't    c) don't have to
- 6 I was really surprised when I was told I \_\_\_\_\_ go for a second interview. I thought they would make their decision after the first round of interviews.  
 a) should    b) have to    c) had to
- 7 When you get to the security control in the airport, you \_\_\_\_\_ take off your shoes and belt.  
 a) has to    b) have to    c) shouldn't
- 8 We \_\_\_\_\_ hold another meeting so we can discuss which employees will lose their jobs next month.  
 a) have to    b) had to    c) mustn't
- 9 You \_\_\_\_\_ enjoy your job but it helps if you do. After all, we spend so many years of our lives working!  
 a) must    b) should    c) don't have to
- 10 Do you think I \_\_\_\_\_ tell him why I don't want to go out with him? Is it a good idea?  
 a) should    b) had to    c) don't have to
- 11 I \_\_\_\_\_ lose some weight before June. I bought a beautiful dress for Sheila and Lee's wedding but it's a bit tight and I don't want to be uncomfortable.  
 a) had to    b) don't have to    c) must

**2 Complete the text with one word in each gap.**

When I was young, I never realised how my childhood was different to those of my friends. But I do now. Their dads all <sup>1</sup> worked in the UK but mine always worked abroad. As a child, I <sup>2</sup> \_\_\_\_\_ very happy and I didn't mind the fact that Dad <sup>3</sup> \_\_\_\_\_ always at home. In fact, I <sup>4</sup> \_\_\_\_\_ use to think about it very much. We never <sup>5</sup> \_\_\_\_\_ to see him for months but when we <sup>6</sup> \_\_\_\_\_ school holidays or a long weekend, my mum, my sister and I <sup>7</sup> \_\_\_\_\_ always go and stay with him. I <sup>8</sup> \_\_\_\_\_ to love visiting him and I clearly remember all the countries he worked in. As a child, I <sup>9</sup> \_\_\_\_\_ a lot of countries and I loved them all. Every time we went to see Dad, it <sup>10</sup> \_\_\_\_\_ be an adventure because we always <sup>11</sup> \_\_\_\_\_ out about a new place.

**3 Match 1–6 with a)–f) to match the personal qualities with their descriptions.**

- |   |          |
|---|----------|
| 1 Christina is so competitive that she            | <u>c</u> |
| 2 Tina is very indecisive. She                    | _____    |
| 3 Ben always does his best                        | _____    |
| 4 Kim is a good communicator                      | _____    |
| 5 In his job, Phil needs to think outside the box | _____    |
| 6 Linda loves being a risk taker                  | _____    |
| a) and everyone enjoys her presentations.         |          |
| b) and says the danger makes life exciting.       |          |
| c) always has to come first.                      |          |
| d) and is very hard-working.                      |          |
| e) can never make up her mind.                    |          |
| f) and creatively solve problems.                 |          |

**4 Underline the correct alternative.**

- 1 Jim's just lost his work/job.
- 2 Have you ever heard/listened a lion roar?
- 3 Why didn't you remember/remind me to buy some milk?
- 4 I've forgotten/left my wallet at home!
- 5 Sandra's birthday party was great funny/fun. I really enjoyed it!
- 6 If you hear/listen to the radio everyday, your English will improve.

## 5 Complete the extreme adjectives.

- 1 Their new house has five bedrooms and three bathrooms, and the downstairs area is absolutely enormous.
- 2 It's a w\_\_\_\_\_ place. The people are really friendly and the food is amazing! I know you'll love it.
- 3 If I were you, I'd wear a warm coat. It might look sunny but it's actually f\_\_\_\_\_ outside.
- 4 I'm so excited about Marielle's dinner party next week. She's such a great cook and her food is always so d\_\_\_\_\_.
- 5 I'm not surprised you're e\_\_\_\_\_ – you've just run a marathon! Come and sit down and try and get your energy back.
- 6 The film was so a\_\_\_\_\_ that I walked out after ten minutes. That type of movie just isn't my cup of tea.

## 6 Underline the correct alternative, a), b) or c).

- 1 After three months of being out of b, I was starting to feel depressed. I needed to find a job – and soon.  
a) job      b) work      c) salary
- 2 Joel works at the company's Paris office and is in \_\_\_\_\_ of a team of twenty.  
a) work      b) competition      c) charge
- 3 My brother has \_\_\_\_\_ his own IT company for over ten years and is about to go international with it.  
a) worked      b) charged      c) run
- 4 He was so excited about starting his own company that he never thought his business \_\_\_\_\_ might fail.  
a) idea      b) interview      c) competition
- 5 In my opinion, a high \_\_\_\_\_ is not the most important thing about a job. Job satisfaction is more important than money.  
a) charge      b) salary      c) leader
- 6 We weren't surprised to hear Alan got \_\_\_\_\_ by our boss last week. He always turned up late and never seemed to do much work when he was here.  
a) work      b) fired      c) charged

## 7 Complete the conversation with the phrases in the box.

a good idea    ~~First of all~~    good point  
 Let's focus    Let's sum    moving on  
 not sure    OK by    really feel that  
 way I see    we need to

- A: OK, so we're going to decide on where to open our new office. <sup>1</sup> First of all, I need to decide on the location. Then we'll discuss the number of new staff we'll need.
- B/C: OK.
- A: Right. <sup>2</sup> \_\_\_\_\_ on the ideas we have for location. Last time we discussed Cardiff and Bristol, but we need to decide between them.
- B: I <sup>3</sup> \_\_\_\_\_ Cardiff would be a nicer place for our office. I know it is a smaller city but it is developing fast as an area for small businesses.
- C: Hmm. I'm <sup>4</sup> \_\_\_\_\_ that I agree, actually. I really feel that Bristol would be better. The <sup>5</sup> \_\_\_\_\_ it is that Bristol is much bigger and will give us the most custom.
- A: It's also closer to the main motorways and is only a few hours from London.
- B: That's a <sup>6</sup> \_\_\_\_\_.
- A: So, shall we say we'll look into the office we've seen in Bristol?
- B/C: Yes, OK.
- A: Good. So, <sup>7</sup> \_\_\_\_\_ to the next point, how many staff are we going to need?
- C: Hmm. I think to begin with we should employ fifteen people to cover our basic needs.
- B: I'm not sure that's <sup>8</sup> \_\_\_\_\_. We talked about some of our London staff moving to the new office. So, I really feel we should start with less.
- A: I agree. I think <sup>9</sup> \_\_\_\_\_ consider salaries. What about employing five new people first?
- B/C: That's <sup>10</sup> \_\_\_\_\_ me.
- A: So, are we all agreed? <sup>11</sup> \_\_\_\_\_ up what we've decided. We're going to open our new office in Bristol and employ five new members of staff. Is that right?
- B/C: Yes, I think so. That's right.