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 <u>one</u> 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 [1] *worked* in the UK but mine always worked abroad. As a child, I [2] _____ very happy and I didn't mind the fact that Dad [3] _____ always at home. In fact, I [4] _____ use to think about it very much. We never [5] _____ to see him for months but when we [6] _____ school holidays or a long weekend, my mum, my sister and I [7] _____ always go and stay with him. I [8] _____ to love visiting him and I clearly remember all the countries he worked in. As a child, I [9] _____ a lot of countries and I loved them all. Every time we went to see Dad, it [10] _____ be an adventure because we always [11] _____ 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 __c__
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*/*<u>job</u>*.
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.

LIVEWORKSHEETS

5 Complete the extreme adjectives.

1 Their new house has five bedrooms and three bathrooms, and the downstairs area is absolutely **e***normous*.
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. [1] *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. [2] _____ on the ideas we have for location. Last time we discussed Cardiff and Bristol, but we need to decide between them.
B: I [3] _____ 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 [4] _____ that I agree, actually. I really feel that Bristol would be better. The [5] _____ 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 [6] _____ .
A: So, shall we say we'll look into the office we've seen in Bristol?
B/C: Yes, OK.
A: Good. So, [7] _____ 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 [8] _____ . 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 [9] _____ consider salaries. What about employing five new people first?
B/C: That's [10] _____ me.
A: So, are we all agreed? [11] _____ 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.

LIVEWORKSHEETS