Part A • Grammar, Vocabulary and How to …

GRAMMAR

1 Complete the second version of the sentences using the words in brackets.

1 I said I would meet her in front of the station.
I _____ her in front of the station. (supposed)

2 We thought we would receive a call from you yesterday.
We _____ a call from you yesterday. (expecting)

3 I planned to spend the summer at my grandmother's house.
I _____ the summer at my grandmother's house. (thinking)

4 She intended to bring a dessert to the dinner party.
She _____ a dessert to the dinner party. (planning)

5 The tennis match started. Then we arrived.
The tennis match _____ when we arrived. (already)

6 I spent three days preparing my presentation before the conference was cancelled.
I _____ my presentation for three days before the conference was cancelled. (been)

7 After working there for a short time, she was given a promotion.
She _____ there for long when she was given a promotion. (not)

/7

2 Choose the correct option (a, b or c).

1 Paloma, ___ is a wonderful dancer, lives just down the street.
a that **b** who **c** whose

2 She took to me the old market, ___ is a great place for finding fresh ingredients.
a which **b** what **c** where

3 I'm reading something by J.M. Coetzee, ___ latest novel has been nominated for an award.
a who **b** which **c** whose

4 Let's go abroad next year, ___ we've saved up some money.
a when **b** where **c** which

5 Is there any housework that ___?
a needs to do **b** needs doing **c** needs done

6 Those trousers need ___ before you can wear them.
a be cleaning **b** be cleaned **c** to be cleaned

7 Bags and other belongings ___ in the exam room.
a forbid **b** forbidden **c** are forbidden

8 Nelly ___ to watch that film because she's too young.
a isn't allowed **b** isn't forbidden **c** is permitted

/8

3 Complete the reported speech.

1 They said to him, 'Stop the car and turn off the engine.'
They ordered _____ the car and turn off the engine.

2 'I've been writing about it in a blog,' she said.
She told us she _____ about it in a blog.

3 'You should open a bank account,' he said to me.
He advised _____ a bank account.

4 'Sarah will give you the details,' the manager said to me.
The manager said Sarah _____ the details.

5 'Are you staying at home tonight?' he asked me.
He asked me _____ at home tonight.

/5

VOCABULARY

4 Match the sentence beginnings (1–7) with the endings (a–g).

1 The food was cold by
2 My phone had gone, but just
3 I called the police and, in
4 Michaela proposed
5 Karl took me out and insisted
6 Caroline persuaded me
7 The neighbours criticised me

a moments earlier it had been there.
b celebrating my birthday at a restaurant.
c on paying for everything.
d to eat the last piece of chocolate.
e the time they served it.
f for parking my car outside their house.
g no time, they were at my house.

/7

5 Complete the sentences with the missing words.

1 If you work in **c** _ _ _ _ _ _ _ _ _ _ **n,** you build different things.

2 My friend is in **s** _ _ _ _ **l w** _ _ **k**, so she provides support for families with special needs.

3 If you like writing articles, you should get a job in **j** _ _ _ _ _ _ _ _ **m**.

4 I'm bored in my profession so I'd like to **r** _ _ _ _ _ _ **t** myself and do something different.

5 I'm trying to get better qualifications so I can **a** _ _ _ _ _ **e** my career.

6 Why don't you **s** _ _ **u** _ your own business? People would like your idea.

7 A: I heard that Greg's going to leave his job.
B: **W** _ _ **l**, that's very surprising.

/7

LIVEWORKSHEETS

6 Complete the sentences with the correct form of the words in brackets. Use the prefixes in the box.

dis	im	mis	re	sub	un

1 In my opinion, the food was _____. It wasn't as good as usual. (standard)
2 They didn't make me feel part of the team. I felt left out and _____. (connect)
3 The author had to _____ certain parts of the book after complaints from the public. (write)
4 I thought the letter was addressed to me, but I'd _____ it. (read)
5 The teacher's feedback was negative and _____. I didn't learn anything from it. (help)
6 Don't be so _____. We'll get there soon! (patient)

/6

HOW TO …

7 Complete the sentences with the words and phrases in the box.

advice	delay	get	keeps	on mute	take
the wrong way	to be honest	work	worth		

1 My phone _____ turning itself off. The battery must be running out.
2 A: Let's see if Nina can help us.
B: Yes, it's _____ a try.
3 If you don't want them to hear you, you need to put yourself _____.
4 There seems to be a _____ on the line. It takes him a few seconds to respond to me.
5 Do you know how to get this toy to _____? It's not doing anything.
6 Why don't you come out with us this evening. It'll help you _____ your mind off things.
7 My _____ would be to remove all the unwanted files from your computer.
8 _____, I wouldn't say anything to Rachel. She won't understand.
9 Don't take this _____, but you need to improve your pronunciation.
10 Can I speak to you? I need to _____ something off my chest.

/10

Total: /50

LIVEWORKSHEETS

6 Read the text about working from home. Match the people (1–5) with the advice they give (A–E).

1 Carolina: ___
2 Marcus: ___
3 Rick: ___
4 Polly: ___
5 Melinda: ___

A Maintain contact with the people you work with.
B Avoid things that take your attention away from your job.
C Organise periods of time when you are not working.
D Create an area in which you can work.
E Think of ways to mentally prepare yourself for work.

/5

Working from home

Five readers share their advice for people working from home.

Carolina
Having worked in an office for years, I found it strange working from home. Going into the office had been like a signal to switch into work mode for me. In fact, when my boss suggested working from home, I was concerned that the boundaries between my work and home life would become less clear. That's why I made a workspace in the corner of my living room with a desk and one of those big office chairs. I've even put a sign up which says 'Office'! It's not the same as going into the office, but I'd recommend that anyone working from home has their own workspace.

Marcus
I started working from home a few weeks ago, but, up to that point, I'd always worked in an office. I'd dreamt of being able to work remotely for ages because it seemed much more convenient. However, I hadn't realised how much I'd miss my teammates and our little chats around the photocopier. Sometimes our manager accused us of wasting time, but we all knew that social contact was essential for working in a team. My advice to anyone working from home would be to stay in touch with your colleagues because you never know when you might need their support or when they might need yours.

Rick
One of the worst things about remote working is that you have to organise your own time. When I worked in an office, it wasn't a problem because we all had the same schedule. However, your day tends to lack structure when you're working from home. For example, you can easily forget to take a break. If you find it difficult to organise your time like me, I'd recommend setting an alarm clock to go off when it's time for a break. When I suggested it to my colleagues, they all laughed, but I know for a fact they've started doing it as well!

Polly
Recently we had a training session about the importance of transitions at work. I'd never heard of them before, but, basically, they're points in the day when things change. We were given the example of the journey to work. It's a transition between home and work which prepares your brain for the day ahead. When you work remotely, you don't have the same transitions, especially if 'going to work' means falling out of bed and switching on your laptop. The trainer suggested doing what we'd normally do on the way to work in order to prepare us for the working day. Now I do the crossword every morning before I start working, which I can't recommend enough.

Melinda
Although I enjoy working from home, I find it really easy to get distracted. At first, the main distraction was my husband. He was always asking me questions while I was working, so in the end I had to ask him to stop disturbing me. However, I was distracting myself as well by checking my social media all the time. That's why I created a separate work account on my browser. Because there aren't any links to social media, I don't end up getting distracted so much. If you're a social media addict like me, you ought to create a separate account as well!

7 Read the text again. Are the statements True (T) or False (F)?

1 Carolina was worried about how remote working would affect her home life. **T / F**
2 Carolina turned her whole living room into an office. **T / F**
3 Marcus had been keen on working from home for a long time. **T / F**
4 Marcus' manager had been happy for the team to chat around the photocopier. **T / F**
5 Rick had never found it easy to organise his time at work. **T / F**
6 Rick likes to be reminded of when he should stop working. **T / F**
7 Polly first heard about transitions when she was at a training session. **T / F**
8 Polly was advised to start working as soon as she got out of bed. **T / F**
9 Melinda had to tell someone not to distract her. **T / F**
10 Melinda can connect to social media from the work account on her browser. **T / F**

/10

LIVEWORKSHEETS