1 Underline the correct word in each sentence.

a) Penny took three exams and managed to *pass / succeed* them all.

b) Most people would prefer a *job / work* which was near home.

c) Tim had to *learn / teach* fifty children how to swim.

d) I can't come to the cinema tonight. I'm *reading / studying* for a test.

e) Rita did very well, and was given maximum *grades / marks*.

f) Every Friday, the building workers are given their *salary / wages*.

g) It's hard reading *aloud / loudly* when you don't understand the words.

h) The manager told David to make an *application / invitation* for the job.

i) Ann works in advertising and *earns / wins* a very high salary.

j) Would you like to come into my *bureau / office*? We can talk there.

2 Complete each sentence with a word from the box.

business date ~~heart~~ phone practice rules time work

a) Before her history exam, Laura learnt a list of dates by ...heart..... .

b) The manager will be with you in a moment. He's on the ..... .

c) I haven't spoken Spanish for ages and I'm a bit out of ..... .

d) Ever since Tim lost his job he's been out of ..... .

e) Bringing your mobile phone to the class is against the ..... !

f) This factory isn't very modern. Most of the machines are out of ..... .

g) Our maths teacher is always late. He's never on ..... .

h) Mrs Smith isn't here at the moment. She's away on ..... .

3 Complete each sentence with a word from the box.

get hand keep ~~look~~ pick stand take write

a) If you don't know the answer, ...look..... it up in the back of the book.

b) My boss wouldn't let me ..... time off to go to a football match.

c) Stop talking, and ..... on with your work!

d) George finds it hard to ..... up with the rest of the maths class.

e) Carol stayed in France and managed to ..... up the language.

f) If you speak so fast I can't ..... down what you're saying.

g) Don't forget to check over your work before you ..... it in.

h) Mrs Wood is going to ..... in for your teacher while he's away.

LIVEWORKSHEETS

4 Complete each sentence with a word formed from the word in **bold**.

a) Nowadays it's very important to get a good .....education..... .
educate

b) Our company helps ..... people to find new jobs.
employ

c) Paul has good ideas, but writes very ..... .
care

d) Helen has become a ..... businesswoman.
succeed

e) I hope to leave school with some useful ..... .
qualify

f) Mr Dale was my ..... for ten years, and paid me well.
employ

g) According to the ..... , the French lesson starts at ten.
time

h) Cathy has three jobs, so she has a high ..... .
come

i) John's ..... of history is amazing for a boy of his age.
know

j) All the ..... in this company are given free meals.
employ

5 Match each sentence (a–j) with a sentence (1–10) which has a similar meaning.

a) She was given the sack. .....7.....
b) She got a rise. .....
c) She got a promotion. .....
d) She retired. .....
e) She did it for a living. .....
f) She resigned. .....
g) She was unemployed. .....
h) She applied for the job. .....
i) She was ambitious. .....
j) She was conscientious. .....

1 She was given a better job.
2 She answered an advertisement.
3 She decided to leave.
4 She did the job carefully.
5 She didn't have a job.
6 She earned her money that way.
✓7 She was dismissed.
8 She wanted a better job.
9 She was old and stopped work.
10 She was given more money.

LIVEWORKSHEETS

6 Decide which answer (A, B, C or D) best fits each space.

The wrong age for school!

Are the years you (1) ....D..... at school the best years of your life? Personally, I found most (2) ..... rather uninteresting. We had to sit at our (3) ..... in silence and (4) ..... attention. The teachers used to (5) ..... on the blackboard and (6) ..... us difficult questions. We also had to (7) ..... lots of homework, and (8) ..... it in on time. We had to wear a school (9) ..... , and we had to obey lots of (10) ..... . I (11) ..... school as soon as I could and started (12) ..... . I read books at the public (13) ..... , and later I decided to (14) ..... college. I really enjoyed studying because I was older and knew that I wanted some (15) ..... . When I was at school, I was just the wrong age!

1) A go	B have	C pass	D spend
2) A lectures	B lessons	C them	D class
3) A chairs	B desks	C posts	D parts
4) A pay	B make	C have	D follow
5) A read	B sit	C write	D talk
6) A make	B do	C get	D ask
7) A answer	B do	C take	D finish
8) A write	B hand	C pass	D complete
9) A uniform	B robe	C dress	D cloth
10) A ways	B rules	C laws	D time
11) A passed	B qualified	C examined	D left
12) A job	B labour	C employee	D work
13) A bookshop	B shelves	C library	D university
14) A go	B attend	C study	D follow
15) A qualifications	B examinations	C papers	D grades

LIVEWORKSHEETS