

Working with words

1 Match 1–7 to a–g to make sentences.

- 1 I wish you'd make c
- 2 It's important to evaluate
- 3 If you don't like doing the task,
- 4 That new employee seems to avoid
- 5 If you ignore
- 6 I'd like to invite
- 7 With long lists, I'd prioritize

a delegate it.
b doing anything manual.
c up your mind!
d everyone to comment on the new website designs.
e the different options before deciding.
f the problem, it rarely goes away.
g tasks in order of importance.

Language at work

1 Complete the sentences with the most appropriate form of the verbs in brackets.

- 1 I know it won't ever happen, but what would we do (we / do) if our restaurant suddenly became (become) famous?
- 2 Unless you (have) good financial planning, your expansion plans (end) in disaster.
- 3 Every new recruit starts with the same opportunities. If you (work) hard, you (be) promoted.
- 4 If I (know) the answer to that question, I (be) a very rich person!
- 5 If you (have) three wishes for your career, what (they / be)?
- 6 Unless your work (improve), you (have to) start looking for another job.

 **LIVEWORKSHEETS**