

1 Complete the sentences with the correct form of the words below.

arrange calculate deal deliver develop handle install organise

- 1 We'vearranged..... a meeting for next Monday.
- 2 I that it would take me a year to save enough money to buy a new computer.
- 3 I've with the problem, and it's all OK now.
- 4 It takes a few days to a parcel to another country.
- 5 The company is spending a lot of money on new products.
- 6 You that difficult situation very well yesterday.
- 7 I need to wait for this program to on my phone.
- 8 Let's a meeting for next week.

2 Match the sentence halves. There is one extra option.

1 My laptop is faster now, because I've installed ...**B**...

2 My mother manages

3 I'm trying to organise

4 My brother's company produces

5 I'd like to run my own

6 I need to

A a party for my 21st birthday.

B the new software.

C company one day.

D update my phone soon.

E about 30 people in her company.

F electronic parts for computers.

G the problem successfully.

3 Cross out the word that is not possible in each group.

1 *install / update / manage* software

2 *calculate / deal with / run* figures

3 *manage / run / arrange* a company

4 *install / manage / deal* with people

5 *produce / deliver / run* goods

6 *deal with / handle / deliver* a problem

7 *arrange / update / organise* a meeting

4 Complete the sentences with *as* or *like*.

- 1 It looks*like*..... it's going to rain.

2 My sister works a doctor.
3 This company is known one of the best in the world.
4 I'd like to work in a job where I can be creative, a film director.
5 I'm just my brother. We both hate working in offices.
6 You look you're sad. What's wrong?
7 I enjoy doing things reading and watching TV in my spare time.
8 I'd to look after animals a job.

5 Choose the correct options.

If you want to work 1 a teacher, you should know that it can be a 2 job. You have to be able to 3 with people, often in large groups, and 4 a classroom. You have to 5 problems nearly every day, and 6 interesting, educational lessons, and 7 new information and ideas so that students can easily understand. 8 only teaching about 25 hours a week, you still have to plan each lesson and mark homework, often in the evenings. It can be absolutely 9 10 all this, teaching can be a great job. 11 remembers a great teacher that they had, and teaching can have a long-lasting effect on someone's life. And, of course, teaching is known 12 a job with long holidays, especially in the summer.

1 A as B like C at
2 A professional B stressful C curious
3 A organise B handle C deal
4 A manage B produce C deliver
5 A deliver B handle C install
6 A deliver B update C calculate
7 A announce B insist C explain
8 A Despite B Unless C Instead
9 A tiring B exhausting C exhausted
10 A Instead B Despite C Besides
11 A Everyone B Anyone C No one
12 A with B like C as