

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

arrange calculate deal deliver develop handle install organise

- 1 We've*arranged*..... 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