

1 Choose the correct word.

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

2 Match the sentence halves.

- 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.

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

- 1 install / manage software
- 2 calculate / run figures
- 3 manage / arrange a company
- 4 install / manage people
- 5 deliver / run goods
- 6 deal with / deliver a problem
- 7 arrange / update 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 like 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 <u>A</u> as	B like
2 <u>A</u> professional	B stressful
3 <u>A</u> deal	B handle
4 <u>A</u> manage	B produce
5 <u>A</u> deliver	B handle
6 <u>A</u> deliver	B update
7 <u>A</u> announce	B explain
8 <u>A</u> Despite	B Unless
9 <u>A</u> tiring	B exhausting
10 <u>A</u> Instead	B Despite
11 <u>A</u> Everyone	B Anyone
12 <u>A</u> as	B like