

## A Circle the correct word.

- 1 The **charity / union** I'm a member of is calling for a nationwide strike next week.
- 2 It's **company / firm / business** policy not to allow the use of phones for personal calls during working hours.
- 3 The recent **raise / rise** in the cost of petrol has affected loads of small businesses round here.
- 4 In some professions, you have to **retire / resign** when you're 60 or 65 years old.
- 5 My grandfather gets a **pension / promotion** from the company he used to work for.
- 6 Not only did we all have to work **overtime / promotion** this weekend, but we didn't get paid for it!
- 7 Have you had any news about that **work / job / career** you applied for yet?
- 8 The starting **salary / wage** is €20 000 per year.
- 9 You'll get a weekly **pay / wage** of about €300 before deductions.
- 10 She became a full-time member of **employees / staff / employers** last year.

**B** Complete using the correct form of the words in the box.

commute • deliver • earn • gain • make • sack • win

- 1 No sooner had Denzil ..... the lottery than he decided to quit his job.
- 2 How long does it take you to ..... to work every day?
- 3 How much does a state school teacher ..... each year?
- 4 Over a hundred workers were ..... redundant when the factory closed.
- 5 Our next-door neighbour was ..... for stealing company property.
- 6 Does your local supermarket ..... ?
- 7 Rarely have I ..... so much valuable experience in such a short space of time.

## Phrases and collocations

### D Match to make sentences.

1 I put a lot of effort .....	A on hold for ages.
2 They've made their decision .....	B about who's going to get promoted.
3 It's not in your interest to .....	C of work for over two months now.
4 The secretary's kept me .....	D into writing this report.
5 I don't know why you didn't apply .....	E business long.
6 I think we're all in agreement .....	F in your work.
7 Dean's been out .....	G for that position.
8 The shop hasn't been in .....	H accept a pay cut.
9 I'm glad you're finally taking an interest .....	I work, doesn't he?
10 Jason lives fairly near his place of .....	J on this, aren't we?

## E Write one word in each gap.

- 1 Maybe you should write a letter ..... complaint to the manager.
- 2 When was the last time you had a ..... off?
- 3 Hardly had the police officer come ..... duty when he had to respond to an emergency.
- 4 My dad's ..... work at the moment, I'm afraid. Can you call back later?
- 5 I am available to ..... an interview at your convenience.
- 6 He's been ..... this job for over thirty years.
- 7 Our company ..... a lot of business with Altech Industries.
- 8 Sol's made an arrangement ..... the wholesalers to deliver more frequently in future.
- 9 June's got several years' experience ..... dealing with young children.

**F** Choose the correct answer.

- 1 Who is responsible ..... dealing with complaints?  
A with      B for      C in      D at
- 2 We began ..... looking round for advertising agencies which had experience of our market.  
A to      B with      C by      D at
- 3 The covering letter wasn't attached ..... the CV.  
A to      B with      C from      D by
- 4 Don't you think you should apply for the job ..... writing?  
A with      B for      C at      D in
- 5 I was only absent ..... the office for a few minutes!  
A for      B from      C in      D about
- 6 Success in this industry depends a lot ..... luck!  
A with      B from      C at      D on

**E** Choose the correct answer.

35 The ..... for this position starts at thirty thousand euros per year.  
A wage      C salary  
B payment      D tip

36 After working at the same factory for thirty years, my grandfather was looking forward to his ..... .  
A overtime      C charity  
B pension      D allowance

37 Some people ..... to London every day from as far away as Leeds.  
A connect      C correspond  
B commute      D commence

38 Most governments tax people on the amount they ..... each year.  
A win      C earn  
B gain      D benefit

39 Shelley disagreed with the board's decision and so she ..... and went to work for another company.  
A retired      C sacked  
B fired      D resigned

40 When the factory closed, over a hundred people were ..... redundant.  
A done      C given  
B taken      D made

41 Here at Weatherby's, we provide all our ..... members, from senior management down, with regular training.  
A staff      C crowd  
B crew      D firm