1-Complete with ONE - ONES - X(in the case that neither is correct)

A- Hello, Is this laptop available?

B- Which ____ ?

A- The Samsung ____.

B- Oh, no. It's not on sale but we have other options.

A- Sure, Where can I find the Apple ____ ?

B- Those ____ at the back are Apple.

LIVEWORKSHEETS

2-Complete using VERB+OBJECT+INFINITIVE And your personal information

My best friend expects _____.

My mother wants _____.

The teacher would like _____.

My brother needs _____.

LIVEWORKSHEETS

3-Report the ideas below.

1-Peter to everybody: finish the reports soon.

-

2-Sarah to her brother: Can you please finish the report for me?

-

3-The teacher to Peter: You should improve your grades.

-

4-The Boss to Peter: Do not use your phone. Be careful.

-

LIVEWORKSHEETS

4-Match the sentence with the correct job dutty. Write the letters

A- Be part of a team
B- Train other employees
C- Deal with complaints
D- Follow instructions
E- Be responsible for something
F- Attend to a training session

When you work with your partners in a collective way: ___

It is important to pay attention and perform your job as told: ___

When you can listen to angry customers and find solutions: ___

You are in charge of specific information/material: ___

You go to a workshop/meeting to learn new skills: ___

Senior employees have a lot of experience which benefits new workers: ___

LIVEWORKSHEETS

5-Complete with the correct word

People need to be **r**_____ at work.

You should **d**_____ with angry customers everyday.

If you didn't understand or you couldn't catch the idea, you need to ask for **c**_____

It is important to be aware to the **h**_____ in order to prevent accidents.

Peter sleeps all day because he works the **L**_____ shift.

There are many **a**_____ of being independent. You have many good things.

LIVEWORKSHEETS

6-Find the mistake and correct the sentence.

Peter's mom needs him to not get more problems at school.

-_____.

I expect to my friend come to my house today.

-_____.

LIVEWORKSHEETS