

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Total: \_\_\_\_\_/20

### Off to work

**1 Complete the sentences with the words formed from the words in capitals.**

- 0 The first person we interviewed showed the most enthusiasm (ENTHUSIASTIC).
- 1 She is very \_\_\_\_\_ (KNOWLEDGE) when it comes to baroque architecture.
- 2 You have to show a lot of \_\_\_\_\_ (CONSCIENTIOUS) to get ahead in this industry.
- 3 When people are \_\_\_\_\_ (WORK), they are too tired and do not perform to the best of their abilities.
- 4 \_\_\_\_\_ (PUNCTUAL) is really important when attending a job interview.
- 5 They seemed to work in a \_\_\_\_\_ (PURPOSE) manner all morning.

\_\_\_\_\_/5

**2 Complete the sentences with the missing prepositions.**

- 0 You have to work towards your goals if you want to be successful in life.
- 1 Diana keeps putting \_\_\_\_\_ making a decision about her party. Soon it will be too late to invite anyone.
- 2 Let's set \_\_\_\_\_ our main tasks for the week.
- 3 She's been working so hard she's heading for a crash. She'll burn \_\_\_\_\_ before the end of the year.
- 4 Let's get \_\_\_\_\_ to some work now. Put your phone down and concentrate.
- 5 Learning a new language is hard but if you keep \_\_\_\_\_ it, you'll start to see progress.

\_\_\_\_\_/5

**3 Complete the sentences with the words in the box. There are two extra words.**

prospects path ~~mind~~ deadline  
potential task goal output

- 0 It's important to speak your mind but make sure you don't upset anyone.
- 1 Rebecca gave up her course and never reached her full \_\_\_\_\_.
- 2 Taking an online course is a good way to improve your career \_\_\_\_\_.
- 3 The factory owner is looking for ways to increase \_\_\_\_\_ and be more productive.
- 4 Simon enjoys working to a \_\_\_\_\_, he finds it good motivation.
- 5 Achieving a \_\_\_\_\_ feels great but it's the effort and hard work involved that's important.

\_\_\_\_\_/5

**4 Complete the sentences with the missing words.**

- 0 It's very important that you can think for yourself when managing a team.
- 1 You'll never \_\_\_\_\_ your objectives if you don't believe in yourself.
- 2 It's so easy to \_\_\_\_\_ up a new skill these days. There are so many courses you can take online.
- 3 I'm not sure about entering the job \_\_\_\_\_. I think I'll go travelling first.
- 4 I can't stand doing a job where you do the same thing day in, day \_\_\_\_\_.
- 5 I put my \_\_\_\_\_ into that project so I was very sad when it failed.

\_\_\_\_\_/5