

Unit 9

A Complete the sentences with these words.

apply	commute	fill in	get	hold down	involve
make	move on	possess	take on		

- 1 Our accountant's main responsibilities _____ analysing our sales figures.
- 2 He just wants to put minimum effort into his work and that explains why he can't _____ a job for more than a few months.
- 3 Mandy had to _____ for her colleague who was on sick leave.
- 4 This is a pressurised and stressful job with little time for relaxation, so you should think seriously before you _____ for it.
- 5 The sales manager couldn't pinpoint exactly why the company didn't _____ a bigger profit. He suspected one of the staff was to blame.
- 6 I am so bored with this job and I wish I could _____ to a more interesting position.
- 7 Living on the outskirts of the city can be stressful and hectic when you have to _____ long distances to work every day.
- 8 If you continue arriving late for work, you will _____ the sack.
- 9 Unless you _____ both scientific knowledge and years of experience in research, you are unlikely to get promoted.
- 10 These days when older members of staff retire, businesses tend to _____ fewer and younger employees to replace them at much lower rates of pay.

B Circle the correct words.

- 1 This is my updated CV **who / that** I have completed.
- 2 The boss **who / which** was hiring new employees required at least two references from previous employers.
- 3 This is the office **where / which** I will be working in.
- 4 The town **which / where** I was born, has become heavily industrialised.
- 5 Is this the only applicant **whose / who** applied for the position?
- 6 Unfortunately, the position **who / that** you applied for has now been filled.
- 7 This is the recruitment officer **whose / who** office is adjacent to mine.
- 8 The reason **why / which** I'm late is that I was caught in a traffic jam while commuting to work.
- 9 I'm looking forward to the day **which / when** I will set up my own business.
- 10 I do freelance part-time work from home and this is my desk **where / when** I work.
- 11 I was disappointed with the salary **which / who** they offered me in my new job.
- 12 All jobs nowadays **which / who** require computer experience are very competitively sought after.

C Rewrite each sentence using a suitable participle clause to replace the words in bold.

- 1 The manager was talking on his mobile phone when he entered the board room.

- 2 The manager was unable to provide the sales figures and his boss was dissatisfied.

- 3 The ideal applicant had been selected for the post and they then offered her the job.

- 4 The career guidance counsellor gave James some advice about choices of jobs and he opted to work as an engineer.

- 5 The man who was shouting in that office is the boss.

- 6 The manager spoke to my colleagues, **who work** at a different branch of the bank.

- 7 **Mark arrived late** for work and was reprimanded by his supervisor.

- 8 **The employee asked** how complicated and difficult the task would be before she attempted to do it.
