

VOCABULARY AND GRAMMAR

1 Complete the sentences with the words about work. The first letters are given.

- My sister is an **o**_____ **a**_____.
She answers phones and takes messages.
- Mathew is a **t**_____ **a**_____.
He arranges trips and holidays for customers.
- My parents usually take two weeks' **p**_____ **h**_____ in summer so we can all go somewhere together.
- I'd like to be **s**_____ **e**_____ and run my own business in the future.
- My brother has started a **p**_____ **t**_____ job in the evenings to earn some extra money.

2 Complete the sentences with the correct form of the words in capitals.

- Grace finds her new job interesting but _____.
DEMAND
- Writing the first job application was quite _____ for me. **STRESS**
- The company is offering a job for ambitious and _____ people. **COMPETE**
- If Chris was more _____, he'd find a summer job. **DETERMINATION**
- I don't understand why he resigned from his job. His decision does not seem _____. **LOGIC**

3 Complete the Second Conditional sentences with the correct form of the verbs in brackets.

- If Tom _____ (have) a full-time job, he _____ (not resign) from it.
- If you _____ (can) work for any company, which company _____ you _____ (like) to work for?
- If I _____ (be) you, I _____ (take) this job.
- She _____ (give) lots of jobs to young people if she _____ (be) a successful businessperson.
- If we often _____ (come) to work late, we _____ (get) the sack.

4 Complete the second sentence using the word in capitals so that it has a similar meaning to the first. Do not change the word in capitals.

- I'll let you take an extra day off. **CAN**
You _____ an extra day off.
- You don't have to wear a suit. There isn't an official meeting today. **NEEDN'T**
You _____ a suit. There aren't any formal meetings today.
- I mustn't forget to call my boss at 11 a.m. **REMEMBER**
I _____ my boss at 11 a.m.
- I have to get to work on time this morning. **LATE**
I _____ for work this morning.
- It's not a good idea to work overtime so often. **SHOULDN'T**
You _____ overtime so often.

USE OF ENGLISH

5 Choose the correct answer, A, B or C.

- Alan _____ last week because he didn't get on well with people.
A got fired
B got employed
C got rid of
- I'm writing _____ to the advertisement on your website.
A with reference
B to apply
C to express my interest
- We could work in the garden now _____.
A if it was sunny
B if it will be sunny
C if it is sunny
- My gap year was a very _____ experience.
A satisfy
B satisfying
C satisfied
- John is a police officer. This summer he is going to do _____ at a survival camp.
A training
B practise
C teach
- This is your desk, but you _____ come to the office every day – it's OK to work from home sometimes.
A don't have
B needn't
C don't need

6 Read the text and choose the correct answer, A, B or C.

What's my dream job?

I'm a university student, and today it is clear to me exactly what I would like to do after getting a university ¹ _____. But as a little boy I dreamt of becoming a fire-fighter or a police officer. We used to play 'cops and robbers' with other boys. Those were really ² _____ days. For a few years at primary school I wanted to become a famous sportsman, but too much physical training put me ³ _____ this idea. I have always loved working with computers, so after high school I started studying Computer Science at university. My interests in specific areas of computer technology have developed and I've come ⁴ _____ the idea of becoming a software developer. It is a very responsible and demanding job. If I worked as a software developer, I ⁵ _____ spend a lot of time in front of the computer screen, but I know I would never get ⁶ _____ with the job.

- | | | |
|-------------------|---------------|------------|
| 1 A experience | B study | C degree |
| 2 A amazing | B competitive | C reliable |
| 3 A down | B off | C up |
| 4 A up with | B down with | C in with |
| 5 A would have to | B needn't | C must |
| 6 A bore | B bored | C boring |