

FOCUS REVIEW 5

VOCABULARY AND GRAMMAR

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

- 1 It is important that _____ try to be relaxed when they talk to their prospective employers. **INTERVIEW**
- 2 Having done the same _____ job for five years, Alan decided to leave and set up his own business. **MONOTONY**
- 3 My brother's salary covers his _____ expenses, but he doesn't save anything at all. **LIFE**
- 4 There aren't many _____ in the car factory at the moment. **VACANT**
- 5 Rob felt a certain sense of _____ when an extensive leisure centre was built to his avant-garde design. **ACHIEVE**

2 Choose the correct options.

- 1 Now that we've won the contract, we need to *keep on* / *pick up* / *take on* some new architects.
- 2 Are you going to apply for a job in a different company once your contract has *expired* / *secured* / *declined*?
- 3 How long are you going to *put off* / *draw up* / *hold up* asking the boss for a pay rise?
- 4 Since you have so many family issues, have you thought of *looking down on* / *stepping down from* / *coming up with* the position of Finance Director?
- 5 Josh found his first job so *high-powered* / *tedious* / *fulfilling* that he quit after a month.

3 Rewrite the sentences in Reported Speech.

- 1 'You should take a few days off,' the manager said.
The manager said that he _____ a few days off.
- 2 'I've been working in this company for ten years,' Ann told them.
Ann said _____ for ten years.
- 3 'I must notify the police because some important documents have gone missing,' Mr Jones explained.
Mr Jones explained _____ missing.
- 4 'When are you going to look for a permanent post?' my parents keep asking me.
My parents keep asking me _____ a permanent post.

4 Complete the sentences using the words in brackets.

- 1 The other day mum's boss _____ (refuse/give/she) a pay rise.
- 2 Our new interpreter _____ (suggest/make) a few changes in the speech so that it would sound more natural.
- 3 The manager _____ (thank/team/work) so hard.
- 4 My team leader _____ (convince/I/sign) for a training course.
- 5 Last month my dad _____ (offer/show/I/class) around different departments in his company.
- 6 Yesterday the chief accountant _____ (deny/boss/spend) any of the company's money on personal expenses.

LANGUAGE IN USE

5 Complete the article with the correct form of the verbs in the box. There are two extra verbs.

apply come get look prize reward

My first summer job

I was just twenty-one and a student of Tourism when I took my first summer job. A friend of mine told me that the hotel where she was a receptionist ¹ _____ for more staff to work on reception during the summer holidays.

I applied and, to my surprise, I got the job. I realised that it wasn't going to be the most ² _____ job but probably good enough to gain some experience. My duties included answering the phone, dealing with the guests' queries and complaints. Apparently, I ³ _____ across as communicative and efficient, which was nice to know.

After three months, it was time for me to go back to my university studies. I was happy to return home but, at the same time, I knew I had been extremely lucky to have been chosen from all the ⁴ _____ for the job. The hotel manager offered me a permanent post, which I obviously declined. But I promised to be back the following summer.



6 Rewrite the sentences using the verbs in brackets.

- 1 'Congratulations on winning the scholarship, Amanda!' said her mum.
Amanda's mum _____ . (congratulate)
- 2 'I'll help you prepare for the job interview, Karen,' said Dave.
Dave _____ . (offer)
- 3 'Do you want to become a fitness instructor, Dan?' asked Ronny.
Ronny _____ . (ask)
- 4 'I'm sorry I made a mistake with your flight reservation,' the travel agent told me.
The travel agent _____ . (apologise)
- 5 'Don't forget to fill in the questionnaire,' the teacher said to the class.
The teacher _____ . (remind)