

VOCABULARY

- 1 In your notebook, write one word from the box for each gap.

foot hit incentives jump-start
slaving tabs take

- Many larger companies offer ? to attract and retain staff.
- In order to get a ? in the door, it can be a good idea to take a lower position than you really want.
- Multinational organisations regularly ? on new employees because of high staff turnover.
- There is nothing worse than having a boss who keeps ? on everything you do.
- Experience will help you ? the ground running if you set up your own business.
- Getting some basic training can be a good way to ? a new career.
- In smaller companies, you can find yourself ? away for a pittance and struggling to save.

- 2 In your notebook, write the prepositions that complete the text correctly.

It can be hard at first to stand ¹up / down / out for yourself when you're the newest member of staff – and if you are fresh ²through / out of / in to university with no experience, it can be even harder to assert yourself. If you find yourself working for a boss who likes to order people ³out / off / around, you really have little choice other than to put ⁴by / out / on a brave face and do what you're told. This may mean taking on too much – in which case you will quickly find yourself snowed ⁵in / under / out with work. Once again, you just need to press ⁶on / out / through and do the best that you can. But don't worry. Work's not all bad. Just think of the money! That, if nothing else, will make ⁷out of / off with / up for it.

- 3 In your notebook, write the appropriate forms of the words in capitals to complete the sentences.

- This ? seems perfect for the job. She impressed me during the interview. **APPLY**
- Did you hear that Ali's leaving? He's got a job with our main ?. **COMPETE**
- The government are tackling ? by offering retraining to thousands of jobless people. **EMPLOY**
- The company has been losing money for years. You can only put it down to bad ?. **MANAGE**
- I've decided I need some ?. I'm off to speak to the head of HR. **TRAIN**
- AKP Chemicals are in the process of a big ?. programme. Why don't you apply? **RECRUIT**
- We've got only one more ? to speak to and then we need to make our decision. **INTERVIEW**

GRAMMAR

- 4 In your notebook, write the sentences using the correct forms of the words. Add any necessary words.

- I / clear / remember / him / mention / salary increase.
- the author / article / about / interns / object / their / not be / pay.
- at first, / my parents / not approve / my / choose / journalism / as a career.
- be / an entrepreneur / mean / be / ready / to take risks.
- not let / this bad experience / discourage / you / follow / your / chosen career.
- when / you / start / your own / business, / you / should / focus / get / results.

- 5 In your notebook, write the correct gerund forms of the verbs in the box for each gap. When necessary, add the words in brackets in the correct form.

accept have learn retire
sack see take tell

- I was anticipating ? . So you can imagine my relief when I was given a promotion instead.
- ? photos during the show is strictly prohibited.
- (He) ? me the bad results of the interview nearly broke my heart.
- On ? about Gerald's resignation, I immediately applied for his job.
- Janet was angry about ? to work another evening shift last night.
- ?, James finally moved to the country.
- (They) ? on the training course is great news! Lucky them!
- I can't bear ? her so unhappy. Can't she find another job?

USE OF ENGLISH

Open cloze; gapped sentences

- 6 In your notebook, write at, in, by or to for each gap.

- I know she's right ? some extent, but I still think her decision to sack him was harsh.
- Just ask if you need any help. I'm completely ? your disposal.
- Older workers are, ? virtue of their life situation, considerably more reliable.
- I'm ? a loss to explain where the money is.
- Barbara's been trying to contact him all day – and ? absolutely no avail.
- Personally, I'd say she's one of the best managers we've had here ? date.
- ? all means, take the rest of the day off.
- He's a good worker, but ? the end of the day it has to be last in, first out.
- I hear Rob's been trying ? vain for years to get a management post.