**Expressions to do with work**

**Exercise 1. Choose the correct verbs.**

**1**  ***think / do / achieve*** for yourself

2 ***say/speak/put*** your mind

3 ***improve/increase/extend*** your output

4 ***do/achieve/enter*** a goal

5 ***go/enter/reach*** the job market

6 ***get/work/reach*** your full potential

7 ***put/increase/enter*** your heart into something

8 ***do/reach/improve*** your career prospects

9 ***work/do/put*** to a deadline

10 ***think/work/do*** something day in, day out

**Exercise 2: Match phrases 1–9 to definitions a–j.**

|  |  |
| --- | --- |
| **Phrases** | **Definitions** |
| ***Eg.*** think for yourself ------- c  1 speak your mind  2 increase your output  3 achieve a goal  4 enter the job market  5 reach your full potential  6 put your heart into something  7 improve your career prospects  8 work to a deadline  9 do something day in, day out | a. do more work  b. finish tasks by the necessary time  c. consider facts and make your own  d. decisions  e. make a lot of effort to do something and do something over and over again for a long time  f. become available to work  g. say exactly what you think  h. make your chances of getting a job better  i. fulfil an objective  j. be as good as you possibly can |

**Exercise 3: Complete the advert with the correct forms of the verbs from Exercise 2.**

Dunham Advertising Agency

Are you about to enter the job market? We're looking for a talented school-leaver to work in our office as assistant designer.

* Do you 1\_\_\_\_\_\_\_\_\_ your heart into everything you do?
* Are you able to 2\_\_\_\_\_\_\_\_\_ for yourself and plan your own work?
* Do you have opinions and 3\_\_\_\_\_\_\_\_\_ your mind?
* Are you able to organise your time, 4\_\_\_\_\_\_\_\_\_ your goals and 5\_\_\_\_\_\_\_\_\_ to tight deadlines?
* Can you 6\_\_\_\_\_\_\_\_\_ something day in, day out and still remain enthusiastic and creative?
* Could you 7\_\_\_\_\_\_\_\_\_ your work output if necessary?

If you've answered 'yes' to the questions above and you're interested in 8\_\_\_\_\_\_\_\_\_ your career prospects and 9\_\_\_\_\_\_\_\_\_ your full potential, then get in touch!

Contact: Human Resources at Dunham Advertising Agency for an application form.

(Tel: 0171 111 2222; [dunham-h-r@dunhamadvertising.mail](mailto:dunham-h-r@dunhamadvertising.mail))

**ANSWER KEY**

**Exercise 1.**

1. think 2. speak 3. increase 4. achieve 5. enter

6. reach 7. put 8. improve 9. work 10. do

**Exercise 2.**

1. g 2. a 3. i 4. f

5. j 6. d 7. h 8. b 9. e

**Exercise 3.**

1. put 2. think 3. speak 4. achieve

5. work 6. do 7. increase 8. improving 9. reaching