

I. Match the jobs in A with their responsibilities in B.

A		B
1. biologist	1.	A. I do the cleaning in a big hotel.
2. event planner	2.	B. I have to ensure that customers are satisfied with the accommodation provided.
3. housekeeper	3.	C. I provide customers with information about our products and deal with customers' complaints.
4. tour guide	4.	D. I plan celebrations like fairs, parades, weddings, reunions, birthdays, and anniversaries.
5. lodging manager	5.	E. I specialise in zoology, the study of animals.
6. customer service staff	6.	F. I introduce the cultural and natural points of interest of a place to visitors.

III. Complete each of the sentences with a phrase from the box. Make changes where necessary.

earn money

work flextime

make a fortune

work overtime

make progress

do a nine-to-five job

get a promotion

take a course

1. She prefers to _____ because she can start and finish work earlier so that she can pick up her children from school.
2. She works hard to _____ to support her three children.
3. After he set up his business, he _____.
4. I haven't _____ in my studies because I spent too little time on them.
5. You can _____ in business management if you don't want to get a job right now.
6. He is exhausted now since he has _____ every day for the last two weeks.
7. It's 5 p.m. now, so he'll be back soon. He _____.
8. _____ means you have more responsibility and a higher paid post.

IV. Circle the correct word(s) or phrase(s) in bold.

1. His father promised **to send/sending** him overseas if he chose biology as a major.
2. They expect more students **to enrol/enrolling** in their school.
3. My friend offered **to train/training** me to be a skilled repairman.
4. The farmer stopped **to hire/hiring** those people because they were lazy.
5. The company will continue **to provide/providing** on-the-job training.
6. Finally, the interviewer mentioned **to offer/offering** me a trial period of two months.
7. If you manage **to win/winning** the contract, I'll offer you a promotion.
8. The class kept **to discuss/discussing** how to choose a career for weeks.

V. Choose the correct answer A, B, or c to complete each sentence.

1. I said that I remembered _____ with him in a handicraft village, but he said I was mistaken.
A. to work B. working C. work

2. Don't forget _____ your identity card with you to the interview.
A. taking B. take C. to take
3. Would you mind _____ me through to the manager, please?
A. putting B. to put C. put
4. Remember _____ smartly when you attend an interview.
A. dress B. to dress C. dressing
5. I tried _____ some essential skills before applying for that job.
A. to master B. master C. mastered
6. My boss promised _____ me a pay rise but he broke the promise.
A. give B. giving C. to give
7. He admitted not _____ his colleagues well.
A. to treat B. treating C. treat
8. The company tends _____ people with higher qualifications.
A. to employ B. employ C. employing

VI. Complete each blank with the appropriate form of a verb from the box.

find	say	be	reply
increase	work	focus	admire

I still remember getting my first part-time job, as a craftsman in a pottery village, when I was fifteen. On my very first day, I met a boy of my age. He seemed (1) _____ cold and reserved, and didn't look up from his pottery when I came in. He just kept (2) _____ very hard. He didn't even bother (3) _____ when I said hello to him. Despite (4) _____ him for his skill at making pottery, I found it unpleasant to work with such a quiet man. I tried (5) _____ out why he didn't want to talk, but he refused (6) _____ anything except when it was related to work. I finally learned that it was not because he didn't like me, but because the boss expected us (7) _____ on the job. The boss also promised (8) _____ his salary if he could produce some beautiful pottery items. In spite of the short time that we worked together, I will never forget him.

VII. Complete the second sentence in each pair using the word given so that it has a similar meaning to the first. Write between two and five words.

1. I attempted to get a promotion and I finally got it. (TRIED)
- I _____ a promotion and I finally got it.
2. He said he didn't give out the staff's personal data. (DENIED)
- He _____ the staff's personal data.
3. 'I know you hoped I would become a nurse, but that's not what I want,' said the girl to her mother. (REFUSED)
- The girl _____ a nurse as her mother had hoped.
4. I never stay up late because it's not good for my health. (AVOID)
- I _____ because it's not good for my health.
5. I am interested in working in a multicultural environment. (ENJOY)
- I _____ multicultural environment.
6. I will not go to university. I would rather work to earn money. (START)
- I will _____ to earn money instead of going to university.

Key : I. Match the jobs in A with their responsibilities in B.

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II. Complete each of the sentences with a phrase from the box. Make changes where necessary.

earn money	work overtime	get a promotion	work flexitime
make progress	take a course	make a fortune	do a nine-to-five job

1. She prefers to **works flexitime** because she can start and finish work earlier so that she can pick up her children from school.
2. She works hard to **earn money** to support her three children.
3. After he set up his business, he **made a fortune**.
4. I haven't **made progress** in my studies because I spent too little time on them.
5. You can **take a course** in business management if you don't want to get a job right now.
6. He is exhausted now since he has **worked overtime** every day for the last two weeks.
7. It's 5 p.m. now, so he'll be back soon. He **does a nine-to-five job**.
8. **Getting a promotion** means you have more responsibility and a higher paid post.

IV. Circle the correct word(s) or phrase(s) in bold.

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- The girl **REFUSED** to become a nurse as her mother had hoped.

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- I **AVOID** staying up late because it's not good for my health.

5. I am interested in working in a multicultural environment. (ENJOY)

- I **ENJOY** working multicultural environment.

6. I will not go to university. I would rather work to earn money. (START)

- I will **START** working to earn money instead of going to university.