

1 Choose the correct options to complete the sentences.

- Now that you've got a steady / *hold down* / *out of* a job you should think about buying your own house.
- This is a new *effect* / *enterprise* / *industry* which offers online marketing services to companies.
- I can't believe I'm *out of* / *over* / *for* a job! I worked at that company for 20 years!
- She's always known that working with animals was her *reason* / *vocation* / *solution* which is why she's a vet.
- We're looking for someone who is *good-qualified* / *well-qualified* / *over-qualified* and can speak English, Spanish and Chinese fluently.
- The director requested that you *appoint* / *find* / *resign* Mr Brown as the account manager for this project.
- He's studying very hard and he's managing to *hold* / *keep* / *put down* a job at the local café as well.
- Congratulations on your promotion to Vice President, you're *running* / *climbing* / *moving* the corporate ladder very fast!
- He suggested that she *appoint* / *resign* / *leave* from her position and find a job elsewhere.
- The HR manager offered to *recruit* / *resign* / *renew* some temporary staff to help us during the seasonal rush.

2 Match the sentence beginnings (1–10) and endings (A–M). There are three extra endings.

- This wedding cake truly is a work of E.
 - Right everyone, let's get down
 - In order to get fit, he suggested that I work
 - The system needs to be up and running by 5pm, so we're working
 - My brother started as an engineer and worked his
 - He's giving the presentation, but he asked me to do the
 - Your Spanish must be very good, you made short
 - We need a new filing system, I'm afraid you have your work
 - He doesn't like giving presentations, he gets worked
 - I'm starving! I want the works,
- A out at the gym at least five times a week.
 B donkey work and put all the slides together.
 C cut out for you but we appreciate it.
 D a steady job, a good salary and a supportive boss.
 E art, look at all the detail in these flowers.
 F against the clock today. There are three hours left.
 G a full English breakfast please and lots of coffee.
 H up beforehand but he fine once he starts speaking.
 I up to project director.
 J work of that translation.
 K out and you get the promotion you deserve.
 L work and we miss the deadline.
 M work, we need to finish this report today.

3 Complete the sentences with appropriate phrases. The first letter of the first word is given.

- Please can I remind everyone *ahead of* the holidays that you must empty your lockers.
- During an earthquake it's safer to exit the building b..... the stairs.
- Today, b..... an introduction to the new topic, I'm going to show you a short video.
- We cannot hold the fitness class in here f..... space, so we'll go to the park.
- O all the staff I'd like to say welcome back, I hope you're ready for an exciting school year.
- Coach Thomas will be i..... the football team this term.
- I think you know that i..... school regulations you're not allowed to wear jewellery.
- Mrs Smith is unable to be here today, so i..... her lecture you can do some self-

4 Complete the conversation with the words in the box. There are three extra phrases.

a steady job climb the corporate ladder
 do all the donkey work get down to work
 get worked up hold down a job
 in charge of on behalf of on good terms with
 out of a job stock ~~vocation~~ working your way up

- Gina:** How did you get on at the careers fair?
- Sam:** It was OK. I think it's a great event for people who know their ¹ *vocation* or want to find out the best way to ² However, I still have no idea what I want to do. I can't ³ for very long, I get bored.
- Gina:** I know it's hard finding the right career. You mustn't ⁴ about it though. You will find something you enjoy doing soon.
- Sam:** I hope so, I hate being ⁵ but, at the same time, I can't stand doing a job that I don't enjoy. Anyway, how are you? How's the new job?
- Gina:** It's great. I'm ⁶ the buying department now, so I get to choose what items we ⁷ in the shop.
- Sam:** Wow! You're ⁸ fast!
- Gina:** Well, it helps when you like your job and I like it even more now that I don't have to ⁹ I'm ¹⁰ everyone in my team too, so work is fun.
- Sam:** That's great.

1

- 2 enterprise
- 3 out of a job
- 4 vocation
- 5 well-qualified
- 6 appoint
- 7 hold down a job
- 8 climbing the corporate ladder
- 9 resign from
- 10 recruit

2

- 2 M
- 3 A
- 4 F
- 5 I
- 6 B
- 7 J
- 8 C
- 9 H
- 10 G

3

- 2 by means of
- 3 by way of
- 4 for lack of
- 5 On behalf of
- 6 in charge of
- 7 in accordance with
- 8 in place of

4

- 2 climb the corporate ladder
- 3 hold down a job
- 4 get worked up
- 5 out of a job
- 6 in charge of
- 7 stock
- 8 working your way up
- 9 do all the donkey work
- 10 on good terms with