

1 Choose the correct options to complete the sentences.

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

2 Match the sentence beginnings (1–10) and endings (A–J).

- 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 to work, we need to finish this report today.
 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's fine once he starts speaking.
 I way up to project director.
 J work of that translation.

3 Complete the sentences with the word anagrams from the box.

dhaaefo no hbelaf fo yb eansm fo yb yaw fo
 ni hgecar fo ni ndccoarec htiw rfo kcal fo
 ni cealp fo

- 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 _____ the stairs.
- Today, _____ an introduction to the new topic, I'm going to show you a short video.
- We cannot hold the fitness class in here _____ space, so we'll go to the park.
- _____ all the staff I'd like to say welcome back, I hope you're ready for an exciting school year.
- Coach Thomas will be _____ the football team this term.
- I think you know that _____ school regulations you're not allowed to wear jewellery.
- Mrs Smith is unable to be here today, so _____ her lecture you can do some self-

4 Complete the conversation with the words in the box.

climb the corporate ladder do all the donkey work
 get worked up hold down a job in charge 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 D
- 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