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1. THE WORLD AND THE ENVIRONMENT
Countries, geography, the environment, the natural world, the weather

Countries and geography

1. Complete the chart.

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>ADJECTIVE</th>
<th>PERSON (A...)</th>
<th>PEOPLE (The...)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holland</td>
<td>Dutchman</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Japanese</td>
<td>Japanese</td>
<td></td>
</tr>
<tr>
<td>Brazil</td>
<td>Japanese</td>
<td></td>
<td>Brazilians</td>
</tr>
<tr>
<td></td>
<td>French</td>
<td></td>
<td>French</td>
</tr>
<tr>
<td></td>
<td>Scottish</td>
<td></td>
<td>Scots</td>
</tr>
<tr>
<td>Germany</td>
<td>German</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spanish</td>
<td>Spaniard/Spanish man</td>
<td></td>
</tr>
<tr>
<td>Norway</td>
<td>Norwegian</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Danish</td>
<td></td>
<td>Dane</td>
</tr>
</tbody>
</table>

2. Choose the words from the box to complete the sentences.

- forest - lake - mountain - river - hill - beach - cliffs - ocean - waterfalls - canals

1. Amsterdam has a complex network of __________.
2. The Dolomites are a __________ range located in north-eastern Italy.
3. A __________ is generally lower and less steep than a mountain.
4. The most powerful __________ in North America are those situated on the Niagara River.
5. The __________ nearest Italy is the Atlantic.
6. A tropical rain __________ has more trees than any other area in the world.
7. This island’s __________ has wonderful white sand.
8. The White __________ of Dover form part of the British coastline facing Dover and France.
9. The longest __________ in the world is the Nile.
10. Goerge Clooney has a villa on __________ Como.

3. Choose the correct alternative.

1. (Germany/Dutch/France) is not a country.
2. Europe, Asia and Africa are all (continents/countries/capitals).
3. The (region/ population/border) of the UK is around 60 million.
4. A (forest/desert/bay) is a very dry place.
5. How long is the (coastline/mountain/sea)?
6. The country has an unpredictable monsoon (climate/weather/time).
7. Japan’s cities are mostly crowded onto the flat (earth/gound/land) around the coast.
8. Italy has a (limit/perimeter/border) with France.
9. Because of the lack of (area/space/ region) Japan’s cities are extremely crowded.
10. Italy is famous for its beautiful lakes and mountain (scene/scenery/sights)

Animals

4. Choose the correct answer.

1. The (whale/dolphin/shark) is not a mammal.
2. A (kangaroo/camel/panda) is a marsupial.
3. A (worm/spider/beetle) has the most legs.
4. The only bird that can fly here is the (goose/penguin/ostrich).
5. The most expensive fur is from the (rabbit/mink/fox).
6. A (mosquito/butterfly/flea) won’t bite you.
7. A (zebra/leopard/tiger) has spots rather than stripes.
8. A (moth/bat/peacock) is not nocturnal.
9. A (hippo/goat/bull) doesn’t have horns.
10. You can get wool from (cows/pigs/sheep).

The environment
5. Complete the sentences with one of the following words.

nature landscape environment countryside
1. I love studying __________, especially plants.
2. We always go for walks in the __________.
3. Try not to pollute your __________.
4. He has made a lot of interesting __________ programmes on TV, especially on wildlife.
5. In the eighteenth century people started moving from the __________ to towns.
6. __________ architecture is the design of outdoor and public spaces.

6. Match the words.
1. global a. effect
2. air b. bin
3. bottle c. pollution
4. greenhouse d. energy
5. plastic e. bag
6. litter f. warming
7. save g. rise
8. temperature h. bank

The Weather
7. Choose the word to complete the sentence.
1. I was frightened of the (storm/fog) because I don’t like lightning.
2. The (cloud/ice) on the road made it difficult to drive.
3. In general average (temperatures/degrees) are rising.
4. Trees are often blown down by (gales/breezes).
5. What is the (weather/climate) like today?
6. The weather forecast said there would be (tall/high) temperatures today.
7. (Heavy/Strong) rain is expected again today.
8. Most areas in the south will have (light/bright) sunshine today.
9. It’s going to be (wet/dry) again, so bring an umbrella.
10. This month has been quite (chilly/mild). It’s usually much colder.

Disasters
8. Complete the sentences.

floods avalanche earthquake famine landslide drought tidal wave hurricanes
1. A __________ is when a large mass of snow falls down a mountainside.
2. Tsunami is another name for a __________.
3. Venice often has __________.
4. The largest __________ measuring 9.5 magnitude on a seismograph was in Chile in 1960.
5. A __________ is a downward slide of earth and rock.
6. During a __________ there is a lack of rainfall.
7. A __________ is a widespread scarcity of food.
8. The most severe __________ are given names to avoid confusion.
2. ABOUT YOURSELF

Appearance, health, clothes, family life, feelings

Words that describe physical appearance

Height: short, average height, tall

Build: small, average build, slim, plump (more polite than skinny or fat)

Age: around 25, in his early-mid-late 30s

Hair: short, long, straight, wavy, curly, a ponytail, white, grey, blond, light/dark brown, red black

Face: square, round, plain, wide

Complexion: light, white, olive-skinned

Eyes: green, blue, brown, black, beautiful, big

General: beautiful, pretty, handsome, cute, good looking, attractive

1. Complete the sentences with a form of the verb is or has.

1. She ___________ 20. She ___________ tall, slim and beautiful. She ___________ long straight black hair.
2. He ___________ average height and average build. He ___________ a ponytail. He ___________ handsome.
3. She ___________ pretty. She ___________ medium length wavy hair, and big beautiful eyes.
4. She ___________ around 60. She ___________ short curly hair, and wears glasses.
5. He ___________ a wide face and a dark complexion. He ___________ very muscular.

Health

2. Complete the sentences with one of the adjectives in the box.

<table>
<thead>
<tr>
<th>bad</th>
<th>sore</th>
<th>ticklish</th>
<th>watery</th>
<th>high</th>
<th>dislocated</th>
<th>weak</th>
<th>deep</th>
<th>sensitive</th>
<th>heavy</th>
</tr>
</thead>
</table>

1. I have a really ___________ cold and I can’t smell anything.
2. I think you should take an aspirin for that ___________ headache.
3. Take some syrup for that ___________ cough.
4. When it’s cold I get ___________ eyes.
5. If you have ___________ blood-pressure you shouldn’t use so much salt.
6. My grandmother has a ___________ heart but she is still very active.
7. The x-ray showed that he had a ___________ shoulder.
8. He fell through the glass and suffered ___________ cuts to his arms and legs.
9. You need a special cream for your ___________ skin.
10. Why don’t you take some lozenges for your ___________ throat.

Clothes

3. Say which clothes are worn in winter (W) and which in summer (S). Which can be worn all year?

- Bikini (S)
- raincoat
- boots
- sandals
- coat
- cotton dress
- gloves
- hat
- wool scarf
- shirt
- shoes
- tweed skirt
- socks
- suit
- fleece jacket
- sweatshirt
- t-shirt
- tie
- trousers
- cardigan

4. FIT/MATCH/SUIT/TRY ON/PUT ON/TAKE OFF/WEAR/GET DRESSED

These shoes don’t fit. They are a size too small. That bag matches your shoes. They’re exactly the same colour. Pink really suits you. You should wear that colour more often. You try on clothes in a shop. You put on clothes in the morning and you take them off at night. You wear clothes during the day. When you get dressed you put on your clothes.

Choose one of the verbs above (in their correct form) to complete the sentences.

1. Jane lost weight and she had to buy new clothes because the old ones didn’t ___________ her any more.
2. Hurry up and __________ or you will miss the school bus.
3. I never know what to _________ when I go to a party.
4. Your new hairstyle really __________ you.
5. Do you think this red top would __________ my black trousers?
6. I had to _________ my clothes for the medical examination.
7. I don’t like _________ clothes when I go shopping.
8. Samantha _________ her best dress and went out.

The family
5. Match the words in each column.
1. _____ elderly a. 13-19 years old
2. _____ baby b. 40-60 years old
3. _____ teen c. offspring
4. _____ toddler d. senior citizen
5. _____ girl e. child 1- 2½ years old
6. _____ children f. expecting a baby
7. _____ boy g. young female
8. _____ pregnant h. female parent
9. _____ father i. young male
10. _____ mother j. infant
11. _____ middle-aged k. male parent
12. _____ bring up l. raise

6. Choose the correct word.
1. I’m so happy that my sister has had a baby girl Now I have a (nephew/niece).
2. Do your (parents/relatives) come and visit you and your family at Christmas?
3. I have a close (relation/relationship) with my grandmother.
4. Anne met her future (wife/husband) at a party.
5. They have decided to get (divorced/engaged) and he has given her a lovely diamond ring.
6. My wife’s mother is my (mother-in-law/mother-to-be).
7. He has a lot of (cousins/brothers) because his father has 4 brothers and 2 sisters.
8. Mrs Smith’s son has 4 daughters, so she has 4 (grand-daughters/nieces).

Feelings
7. Choose the correct word.
1. When his wife left him, John was really (angry/nervous).
2. Jane felt (ashamed/embarrassed) when she had to speak French.
3. I always say thank you. It’s important to be (gentle/polite).
4. You never help me in the house. You are so (lazy/tired).
5. Robert never does anything stupid. He’s really (sensitive/sensible).
6. The children stayed at home all day and were really (bored/annoyed) in the evening.
7. He never worries. He is so (cheerful/sympathetic).
8. When they heard about the accident they were really (damaged/upset).

8. Replace the underlined expressions with an expression from the box above.

<table>
<thead>
<tr>
<th>are fond of</th>
<th>fancy</th>
<th>fed up with</th>
<th>get on my nerves</th>
<th>longing for</th>
</tr>
</thead>
</table>
1. I’m really looking forward to a holiday.
2. Football programmes on the television really annoy me.
3. Do you feel like going to the cinema this evening?
4. Why do you always come home so late? I’m tired of it.
5. We like going for walks in the mountains.
3. DAILY LIFE

The home, food and drink, around town

The home

1. Match the titles to the pictures.

<table>
<thead>
<tr>
<th>block of flats/apartments</th>
<th>detached house</th>
<th>semi-detached house</th>
</tr>
</thead>
<tbody>
<tr>
<td>cottage</td>
<td>terraced house</td>
<td>bungalow</td>
</tr>
</tbody>
</table>

2. Types of homes – match the definitions

1. A __________________ is a house with no stairs, on one level.
2. A __________________ is part of a bigger building where it shares the same front door as the others.
3. A __________________ is not joined to another house.
4. A __________________ is part of a line of houses.
5. A __________________ is joined to another house on one side.
6. A __________________ is a usually a rural home of traditional build.

Accommodation

3. Match the words with their definitions.

<table>
<thead>
<tr>
<th>accommodation</th>
<th>a. to allow the use of property in exchange for money</th>
</tr>
</thead>
<tbody>
<tr>
<td>furnished</td>
<td>b. person who pays rent for property</td>
</tr>
<tr>
<td>rent</td>
<td>c. a written statement that you owe for services e.g. gas</td>
</tr>
<tr>
<td>deposit</td>
<td>d. person who lets the property</td>
</tr>
<tr>
<td>landlord/landlady</td>
<td>e. fixed amount of money paid for room, flat etc.</td>
</tr>
<tr>
<td>to let</td>
<td>f. a place with furniture inside</td>
</tr>
<tr>
<td>property</td>
<td>g. money a person pays in advance</td>
</tr>
<tr>
<td>tenant</td>
<td>h. a place to live</td>
</tr>
<tr>
<td>references</td>
<td>i. A letter describing your character</td>
</tr>
<tr>
<td>bill</td>
<td>j. a building or flat</td>
</tr>
</tbody>
</table>
Things in the home

4. Complete the table with the following items for each room.

<table>
<thead>
<tr>
<th>wardrobe</th>
<th>crockery</th>
<th>bath tub</th>
<th>soap dish</th>
<th>sheet</th>
<th>sofa</th>
<th>bedside table</th>
<th>cutlery</th>
<th>pillow</th>
<th>sink</th>
<th>sideboard</th>
<th>cupboard</th>
<th>towel</th>
<th>coffee table</th>
<th>washbasin</th>
<th>bookcase</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>bathroom</th>
<th>kitchen</th>
<th>living room</th>
<th>bedroom</th>
</tr>
</thead>
</table>

Food and drink  Adjectives to describe taste

| cold | hot | (chile pepper) | bitter | sweet | sour | rich | dry | +y = salty | creamy | juicy | tasty |

Note: the adjective tasteful refers to an aesthetic sense of taste.

5. Choose the correct adjective.
1. She can’t eat that chocolate cake— it’s too (dry/hot/rich) for her.
2. I prefer (dry/bitter/sour) white wine to sweet wine.
3. The salami is extremely (juicy/creamy/salty), isn’t it?
4. This Indian curry isn’t as (cold/hot/bitter) as I thought.
5. Beer and coffee can taste very (sour/bitter/sweet).

6. Match the items and the food.
1. A bowl of ...  a. tuna
2. A slice of ...  b. grapes
3. A loaf of ...  c. biscuits
4. A can of ...  d. orange juice
5. A tin of ...  e. cornflakes
6. A packet of ...  f. bread
7. A carton of ...  g. cake
8. A bunch of ...  h. coke

Around town

7. Choose the most appropriate word.
The main street in many towns in Britain is called the 1. (Chief/High/Upper) Street, where people 2. (do/make/go) shopping. Most are owned by national chains of 3. (stores/magazines/warehouses). This makes many town centres look the 4. (similar/same/alike). Some towns also have street markets where fresh food and cheap 5. (goods/stocks/assets) can be bought from the 6. (tables/banks/stalls). Away from the town centre, small 7. (angle/corner/side) shops provide 8. (grocers/groceries/gross) to local customers. Shops are generally open on 9. (Bank/Big/Nation) Holidays, which are a good time to shop as there are many 10. (sales/sold/sells) on, especially around Christmas. 11. (Rush/Peak/High) shopping days are on Saturdays. Most towns now have a 12. (person/pedestrian/walking) precinct, where cars are not allowed.

Signs and places

8. Match the signs with the places
1. Casualty Department a. Post Office
2. Platforms b. Cinema
3. 1st Floor: Children’s Clothes c. Hospital
4. Reference Section d. Hotel
5. Duty-Free Shop e. Railway Station
6. Now Showing f. Library
7. Parcels g. Department Store
8. Reception desk h. Airport
4. FREE TIME

Travelling, entertainment, sport

Travelling

1. Complete the table with words from the box.

<table>
<thead>
<tr>
<th>flight</th>
<th>platform</th>
<th>traffic lights</th>
<th>hitch hike</th>
<th>service station</th>
</tr>
</thead>
<tbody>
<tr>
<td>lost property</td>
<td>gate</td>
<td>waiting room</td>
<td>timetable</td>
<td>check-in</td>
</tr>
<tr>
<td>ticket office</td>
<td>duty-free</td>
<td>taxi</td>
<td>bill board</td>
<td>boarding pass</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ROAD</th>
<th>RAIL</th>
<th>AIR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: we say to go by bus/plane/train but in a/my car/taxi etc.

2. TRAVEL/TRIP/JOURNEY/VOYAGE/EXCURSION/TOUR/EXPEDITION/MOVE

Complete the sentences with one of the words above.
1. Nowadays __________ is less expensive than 20 years ago.
2. In the 19\textsuperscript{th} century it was common to go on a long sea __________.
3. They went on a fantastic __________ of Italy.
4. We went on a __________ to Rome for our wedding anniversary.
5. My __________ to work takes about one hour.
6. They organized an archaeological __________ to Crete.
7. The holiday in Greece includes an __________ to the temples.
8. We have packed all our things from the house and we plan to __________ next week.

Verbs connected to travelling

3. Choose the correct verb.
1. When a plane leaves the ground it takes (away/off/up).
2. When a train arrives, it gets (in/on/over).
3. When you want a short rest from work and you go on holiday, you get (away/off/out).
4. When you start a journey, you set (in/off/by).
5. When you visit a place for a short time before going elsewhere, you stop (in/off/on).

4. Choose the correct word.
1. Hurry up, or we’ll (lose/catch/miss) the train again!
2. You better go to the petrol station before you run (in/out/away) of petrol.
3. The car broke (down/off/out) on the motorway and I had to call the Automobile Association.
4. We’ll never get to work on time – there’s a terrible traffic (block/jam/stuck).
5. Taxi (fares/tickets/fees) are calculated on distance.

Entertainment

5. Match the phrase with the place.
1. There’s a good film on Channel 4 at 9.00pm. a. discotheque
2. Two tickets for Scream 24, please. b. concert hall
c. cinema
d. home, TV
2. May I borrow 4 books? e. library
3. This play isn’t as good as the last one. f. theatre
g. zoo
4. Don’t feed the animals, please. h. museum
5. The music’s really loud, isn’t it?
6. Some of these exhibits are 2,000 years old.
7. The orchestra is playing really badly.
6. Complete the sentences with a word from the box.

| ballet | comedy | novel | film | jazz | exhibition | curtain | box office | performance | audience |

1. The play is from the __________ by Jane Austen.
2. I don’t like Pop music, but I love __________.
3. This __________ has a great cast of actors.
4. Members of the __________ are requested to turn off their mobiles.
5. The __________ on the Impressionist painters has been visited by thousands of people.
6. Tickets must be collected from the ________ at least 1 hour before.
7. Those ________ dancers are extremely graceful, aren’t they?
8. Everyone clapped the actors, even when the ________ had come down.
9. Latecomers will not be admitted to the __________ until the interval.
10. I think we should watch something light, like a __________.

7. Choose the correct word.
1. Please collect your tickets 2 hours before the (theatre/play/drama) starts.
2. I was sitting quite high up in the theatre but I could still (watch/look/see) the actors clearly.
3. Kubrick is the (register/director/conductor) of A Clockwork Orange.
4. I don’t like fiction very much. I prefer (travel books/romantic stories/thrillers).
5. We always read the film (article/headline/review) before going to watch it.
6. I’d rather (take/lend/borrow) books from the library than buy them.
7. They often (spend/pass/go over) the weekend visiting art galleries.
8. What does she do in her (full/empty/free) time?
9. I read the article (on/at/in) the newspaper.
10. Are you interested (at/in/on) video games?

Sport

8. Match the sport with the icon.

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>[ ]</td>
<td>Swimming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>[ ]</td>
<td>Sailing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>[ ]</td>
<td>Cycling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>[ ]</td>
<td>Rowing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>[ ]</td>
<td>Judo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>[ ]</td>
<td>Athletics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>[ ]</td>
<td>Riding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>[ ]</td>
<td>Football</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PLAY/GO/DO

We **play** a sport that is a game: He plays tennis.

We **go +ING** for an activity than can be done alone: I go skiing in the mountains.

We **do** a physical activity that often does not need any equipment: She does yoga.
9. Complete the sentences with the correct form of play, go or do.
1. She _____________ athletics for her local track club.
2. We used to _____________ jogging every day when we were at university.
3. He _____________ basketball, baseball and hockey.
4. I _____________ sailing between the islands in the Venetian Lagoon last weekend.
5. He loves _____________ a good game of chess with his friend.
6. My brother _____________ horse riding twice a week.
7. She _____________ gymnastics for over five years now.
8. I think that _____________ aerobics is the best possible way of keeping fit.
9. This summer she _____ windsurfing every day on holiday.
10. Why don't we _____ tennis?

10. Say which word does not belong in the group.
1. volleyball  tennis  basketball  judo
2. pitch  court  bat  track
3. surfing  skiing  snowboarding  curling
4. yoga  squash  aerobics  jogging
5. diving  fishing  water polo  snorkelling
5. EDUCATION AND WORK

Education

1. Complete the text with the words from the box.

<table>
<thead>
<tr>
<th>Higher subjects</th>
<th>leaving college</th>
<th>compulsory courses</th>
<th>thesis assessment</th>
<th>curriculum schooling</th>
</tr>
</thead>
<tbody>
<tr>
<td>pupils</td>
<td>student</td>
<td>undergradate</td>
<td>degrees</td>
<td>sit</td>
</tr>
</tbody>
</table>

In the UK the duration of 1.__________ education is from 5 to 16. Primary education may take the form of combined junior and infant schools and therefore lasts for six years (5-11). Secondary education covers 2.___________ from the age of eleven to the minimum school 3.___________ age of sixteen. Pupils follow a common 4.___________ leading to the General Certificate of Education, which they 5.___________ for at 16. At some schools, 6.___________ may stay on at a school sixth form for a further two years and study some 7.___________ more extensively, to get the Advanced Level. Further education 8.___________ also offer these courses.

9.___________ education is provided by three main types of institutions: universities, colleges and institutions of higher education and art and music colleges. All universities are autonomous institutions, particularly in matters relating to 10.___________, and can confer their own 11.___________. Most universities are divided into faculties which may be subdivided into departments. The 12.___________ stage lasts for three or four years and the 13.___________ is awarded a Bachelor’s Degree in Arts, Science or other fields (Technology, Law, Engineering, etc.). Most institutions base a component of the degree class on examinations taken during the period of study, especially those taken at the end of the second year, and many also use some form of continuous 14.___________. The majority of degree courses also involve the research and writing of an extensive 15.___________, normally making up around 50% of the final year assessment.

2. Match the phrases.

1. Mary went a. knowledge of English.
3. We left c. for the exam.
4. I graduated d. in an undergraduate degree course.
5. Jane attended e. in Philosophy.
6. They’re taking f. a course in sculpture.
7. I have a good g. all his exams.
8. He has passed h. to a private school.
10. She decided to enroll j. evening classes.
Jobs

Work and Job

The noun work is uncountable and refers to a physical or mental activity with a result, such as money: She’s looking for work of any kind.

It can also refer to the place where the activity is done: I’ve just got home from work.

The noun work can also be countable when referring to literary or artistic production: He has the complete works of William Shakespeare.

The noun job is countable and refers to a position of paid employment: There are very few jobs to be found.

It can also refer to a small task: There are quite a few jobs to do around the house.

3. Complete the sentences with job(s) or work(s).

1. The museum is exhibiting ________ by Da Vinci.
2. He tried to find a ________ for the summer before going to university.
3. I’m looking for a part-time ________.
4. It takes me an hour to get to ________.
5. What’s your ________?
6. He has done a lot of ________ this morning.
7. This course means doing a lot of hard ________.
8. Cleaning is tiring ________.
9. He has had to change ________ frequently in the last two years.
10. We’re having a lot of problems at ________ at the moment.

4. Choose the most appropriate word or phrase.

1. I’ve found a ________ job during the holidays. I will have it for the next six weeks only.
   / overtime / temporary / part-time /
2. I am hoping to ________ enough money to pay for my studies.
   / gain / win / earn /
3. I was ________ from my last job because I was always late.
   / sacked / thrown / pushed /
4. I was planning to ________ in any case because I hated the boss.
   / retire / dismiss / resign /
5. Fortunately, a new ________ came up straight away.
   / work / position / employ /
6. You should put in a(n) ________ for that vacant post.
   / application / promotion / resignation /
7. After the ________ with the personnel officer, I was told I had the job.
   / discussion / talk / interview /
8. I would like to find a job with a decent ________.
   / pay / money / salary /
5. Choose the most appropriate word in the following letter.

Dear Sir,
I am writing to 1. (apply / request) for the 2. (work / job) of Visitor Services Assistant, as 3. (publicised / advertised) on the National Museums of Scotland website. This would be an ideal 4. (employ / position) for me given my 5. (experience / experiences) and qualifications.
I have excellent English language 6. (skills / knowledge), and have spent several summers in England doing language courses. I am also a 7. (convinced / confident) user of Microsoft Office. As you can see from my CV, I found a 8. (part-time / partial time) position as 9. (a / the) guide at an art gallery in Venice. This involved showing foreign visitors around the gallery, and explaining the special exhibitions. I am available for an 10. (interview / talk) at your convenience.
Yours faithfully,
John Smith

At work
6. Choose the most appropriate word to complete the sentences.
1. I’m lucky to have found this job. I get along well with my (colleagues / employees).
2. The work is not particularly (heavy / dense).
3. They all got a (promotion / promote) last week.
4. We won’t get a pay (raise / rise) until next year.
5. I need a day (off / of) tomorrow.
6. Three workers have been (failed / fired) from their jobs.
7. (Training / Formation) is provided for workers who need it.
8. If you are in a state job, it provides (safety / security) for a long time.
9. One of the (beneficiaries / benefits) that go with this job is having a company car.
10. He is medically (insured / ensured) in his job.

7. Delete the activity that does not belong to the job.
1. A DOCTOR: looks after ill people – delivers parcels – reads scientific journals – can work on a ship.