

### Vocabulary

#### A Complete the words.

- 0 If you ask for the chance to do a particular job, you **a** p p l y f o r a job.
- 1 If you make less progress than other people at work, you may say that you fall **b** \_\_\_\_\_.
- 2 If you send someone an email at the same time as you send it to someone else, you **c** \_\_\_\_\_ them in.
- 3 If you work for only a few hours a day, or fewer than five days a week, you have a **p** \_\_\_\_\_-**t** \_\_\_\_\_ job.
- 4 If you do a particular type of work, you may be said to have a **c** \_\_\_\_\_ in that sort of work.
- 5 If you are without a job you may describe yourself as **u** \_\_\_\_\_.

#### B Match the sentence halves.

- |   |          |
|---|----------|
| 0 My sister works                                   | <u>a</u> |
| 6 He liked the work but he found he couldn't get on | _____    |
| 7 She works hard but she earns                      | _____    |
| 8 I really need to write                            | _____    |
| 9 Lucia works for                                   | _____    |
| 10 He's just applied for                            | _____    |
| a in advertising.                                   |          |
| b a job with a local IT company.                    |          |
| c a CV and send it off to a load of IT companies.   |          |
| d a really good salary.                             |          |
| e with his colleagues.                              |          |
| f a company that makes computer parts.              |          |

#### C Complete the phrasal verbs with the correct particles.

- 0 I've told Lucy I'll look into the problem and try to find out what's gone wrong.
- 11 There are various forms that I've got to fill \_\_\_\_\_.
- 12 There are a few things I'd like to add. May I join \_\_\_\_\_ with the discussion?
- 13 I've been out of the office for a few days and I really need to catch \_\_\_\_\_ with my work.
- 14 I'm afraid I'm in a meeting right now but can I call you \_\_\_\_\_ later?
- 15 Alex, could you pick \_\_\_\_\_ the phone for me, please?

#### D Complete the sentences with the options in the box. There is one extra option.

catch up    look into    get on    fall behind    join in

- 16 **Rhiannon:** How are you, José?  
**Jose:** Fine, but I'm really busy. I'm trying to \_\_\_\_\_ with some work.
- 17 Don't worry, I'll \_\_\_\_\_ the problem and let you know when I have the information.
- 18 I don't want to \_\_\_\_\_ with my work while I'm away at the conference.
- 19 Can I \_\_\_\_\_ the marketing meeting tomorrow morning? I have a couple of ideas for the new product.

#### E Complete the sentences with the options in the box. There is one extra option.

applying    fill in    been unemployed    earn  
copy in    work for    write

My cousin Tomas, who has (20) \_\_\_\_\_ for some time, is now (21) \_\_\_\_\_ for a job at the chocolate factory. He has to (22) \_\_\_\_\_ a good CV and (23) \_\_\_\_\_ a lot of forms. He wants to (24) \_\_\_\_\_ that company because he wants to (25) \_\_\_\_\_ a good salary.

Score \_\_\_\_ / 25

**Grammar****A Order the words to make sentences/questions.**

- 0 I / into / ran / an old / town today / friend in  
I ran into an old friend in town today
- 1 it / no one was / listening to / so I turned / off /  
 the radio  
 \_\_\_\_\_
- 2 has / the shop / she / with / to deal / difficult  
 customers in  
 \_\_\_\_\_
- 3 doesn't / sadly, he / get / with / on / his colleagues  
 \_\_\_\_\_
- 4 a moment / call / back when / your father / you have /  
 could you  
 \_\_\_\_\_?
- 5 Liz / with / the conversation / join / didn't / in  
 \_\_\_\_\_
- 6 never / heard / have / him / I / of  
 \_\_\_\_\_
- 7 me / your number / tell / and I'll write / down / it  
 \_\_\_\_\_

**B Complete the sentences with the words from the box. You will need to use some words twice.**

to enough that such so too

- 0 You speak too fast! Slow down, please!
- 8 That's \_\_\_\_\_ a funny film. It's hilarious!
- 9 You walk \_\_\_\_\_ fast for me to keep up.
- 10 Sara sings \_\_\_\_\_ beautifully.
- 11 The pie was so good \_\_\_\_\_ I ate three pieces!
- 12 She looked \_\_\_\_\_ beautiful in that gold dress.
- 13 The weather was pleasant but it wasn't really warm  
 \_\_\_\_\_ to swim.
- 14 We didn't have \_\_\_\_\_ money for the tickets.
- 15 The instructions are too complicated for me  
 \_\_\_\_\_ follow.

**C Choose the correct option to complete the sentences.**

- 16 That was such / so a good idea!
- 17 Andrew, you looked such / so tired.
- 18 It's too / such a nice day.
- 19 I can't drink this tea. It's enough / too cold.
- 20 She isn't old too / enough to drive a car.

**D Correct any mistakes in the sentences. There is one correct sentence.**

- 0 No, the heating isn't on. I turned it this morning off.  
No, the heating isn't on. I turned it off this morning.
- 21 If you want to enjoy your job, you have to get with  
 on your colleagues  
 \_\_\_\_\_
- 22 Yes, you have to fill these in.  
 \_\_\_\_\_
- 23 Don't worry, I'll call back him.  
 \_\_\_\_\_
- 24 The report? Oh, I forgot to hand in it.  
 \_\_\_\_\_
- 25 The phone rang earlier, but I didn't pick up it.  
 \_\_\_\_\_

Score \_\_\_\_ / 25

Total score \_\_\_\_ / 50