

Grammar Practice

A Choose the correct answers.

1. The meeting will start when everyone _____.
a. will arrive b. arrives c. is arriving d. will have arrived
2. We _____ Betty since she moved to our neighbourhood.
a. have known b. had known c. are knowing d. knew
3. The students were tired. They _____ hard all morning.
a. had been working b. work c. have been working d. have worked
4. By this time next month, the builders _____ the house.
a. will complete b. will be completing c. will have completed d. will have been completing
5. "This time next week we _____ on the beach!"
"I can't wait!"
a. are lying b. will be lying c. will have lain d. will have been lying
6. Mark _____ about my cooking! It's so annoying!
a. has always complained b. was always complaining c. is always complaining d. had always complained
7. Sue _____ dinner when she heard a knock on the door.
a. had b. was having c. has been having d. has had
8. By two o'clock, he _____ computer games for three hours. I hope he stops soon!
a. will have been playing b. will be playing c. has been playing d. is playing
9. Yesterday, I met an old school friend who I _____ for years.
a. didn't see b. haven't seen c. had seen d. hadn't seen
10. "The phone's ringing!"
"I _____ it!"
a. get b. will get c. will be getting d. got
11. Nancy _____ since she came from work.
a. has been sleeping b. is sleeping c. slept d. had slept
12. Jack _____ his wallet last week.
a. was losing b. had lost c. has lost d. lost
13. You _____ the salt after the meat is cooked.
a. are adding b. will add c. add d. have added
14. I _____ two letters so far.
a. have written b. wrote c. had written d. have been writing
15. When we finally got to the airport, the plane _____.
a. has already landed b. landed already c. already landed d. had already landed

B Using the words given and other words, complete the second sentence so that it has a similar meaning to the first sentence. Do not change the word given. (Use 2-5 words in total.)

1. Luke first started playing tennis in May.
been Luke _____ May.
2. I had never read a better book by that author.
best It was the _____ read by that author.
3. Scott, is this your wallet?
belong Scott, _____ you?
4. This is Pete's third attempt at climbing Mount Everest.
time This is the _____ to climb Mount Everest.
5. We've arranged to leave by train tomorrow morning.
are We _____ by train tomorrow morning.
6. By the time my friends arrive, I will have dinner ready.
finished By the time my friends arrive, I _____ cooking dinner.
7. It's ages since she last ate spaghetti.
for She _____ ages.
8. They realised that they had taken the wrong turning after driving for an hour.
had They _____ for an hour before they realised that they had taken the wrong turning.

Vocabulary Practice

A Choose the correct answers.

1. I couldn't _____ him. He is a fast runner.
a. come up with b. catch up with c. bring back d. get away
2. When his aunt died, Luke _____ a lot of money.
a. came along b. came across c. came into d. came round
3. I'm really worried _____ the boys. They haven't come back yet and it's almost midnight.
a. for b. about c. of d. with
4. Are you afraid _____ the dark?
a. with b. by c. at d. of
5. We _____ the theft to the insurance company the following morning.
a. replied b. expressed c. mentioned d. reported
6. I had to _____ Jerry some money as he didn't have any to get home.
a. let b. lend c. borrow d. gain
7. Samantha is _____ good results in her examination.
a. looking forward b. expecting c. waiting d. wanting
8. He _____ a lot about the money he makes.
a. boasts b. praises c. says d. mentions
9. I felt awful when I realised that I couldn't pay for the meal because I had _____ my wallet.
a. forgotten b. left c. let d. lent
10. Fred started working as a mechanic _____ the age of 20.
a. with b. from c. at d. by
11. That's a lousy excuse! Couldn't you _____ something better?
a. break up b. come up with c. carry on d. ask for
12. She _____ the wedding at the last minute.
a. called off b. carried out c. asked out d. came into

13. A thief _____ our house last month and stole all of my mother's jewellery.
 a. broke into b. broke in c. broke down d. broke up
14. You could _____ drive me to my house. It really isn't that far.
 a. at last b. at least c. at present d. at the same time
15. I'm _____ seeing Sally again after two years.
 a. expecting b. waiting c. looking d. looking forward to

B Complete using the correct form of the words in bold type.

1. This is a very _____ grandfather clock. **VALUE**
2. Katie's _____ has kept her away from school for a week. **ILL**
3. Walking up in the hills gives me a great sense of _____. **FREE**
4. A good _____ will last a lifetime. **FRIEND**
5. An _____ of the building was made and it was declared safe. **INSPECT**
6. _____, we are concerned about our son's progress at school. **NATURE**
7. The children were playing _____ in the garden. **NOISE**
8. The children looked cold and _____. **MISERY**

C Choose the correct answers.



Last weekend, my friend Peter and I decided to take a road trip. (1) _____, we were going to take Peter's car, but it had (2) _____ a couple of days before. As a(n) (3) _____, we decided to (4) _____ one for 30 dollars a day. We both took Monday off from (5) _____, so that we could have a full four days. Our goal was to drive from New York to Washington D.C., and back. The trip itself was great. The weather was beautiful, and we (6) _____ many interesting places along the way. There was a lot to (7) _____ in

Washington, so we spent two days there. The sad thing was that I had forgotten my camera, even though Peter had specifically (8) _____ that he didn't have one to bring along. So, we bought lots of postcards to remind us of our trip. Even though we arrived back a bit tired on Monday night, the trip was well worth it!

- | | | |
|------------------|-------------------|-----------------|
| 1. a. At present | 4. a. hire | 7. a. look |
| b. At first | b. lend | b. notice |
| c. At least | c. let | c. see |
| d. At most | d. buy | d. watch |
| 2. a. broken up | 5. a. job | 8. a. mentioned |
| b. broken into | b. task | b. reported |
| c. broken in | c. work | c. expressed |
| d. broken down | d. duty | d. told |
| 3. a. result | 6. a. came across | |
| b. consequence | b. came along | |
| c. effect | c. came into | |
| d. reason | d. came round | |

Vocabulary Practice

A Match 1-10 to a-j to make complete sentences. What do the expressions in bold mean?

1. When I finish my studies, I'm going to **apply for a**
2. Neil had **been on**
3. All sales managers receive a **company**
4. Danielle decided to **hand in**
5. You can apply to get **unemployment**
6. The company had been **making**
7. Sarah has taken **maternity**
8. The local job centre advertises a number of **job**
9. Construction workers can encounter difficult **working**
10. My brother James **gave up**

COLLOCATIONS

- a. **her resignation** after she was asked to accept a reduction in salary.
- b. **leave** so that she can rest before the birth of her baby.
- c. **the dole** for ten months before he landed himself a job.
- d. **benefit** as long as you are actively looking for a job.
- e. job as an accountant.
- f. his job as a journalist to follow a career in politics.
- g. **car** as a perk of the job.
- h. **conditions**, which is why they need to get paid extra for their efforts.
- i. **vacancies** in all fields of employment.
- j. **a loss** for five years before it finally went bankrupt.

B Complete the questions with the words in the box. Then answer the questions by referring to the jobs mentioned in the Key Vocabulary list on page 46.

collar end five job paid shifts team time

Which occupation(s):

1. requires someone to be a _____ player?
2. may involve night _____?
3. is considered a white-_____ job?
4. is well-_____?
5. is a _____ with a future?
6. is a dead-_____ job?
7. is a nine-to-_____ job?
8. can be done on a part-_____ basis?

C Match the types of work 1-8 to the definitions a-h.

- | | | |
|-------------------------------|--------------------------|--|
| 1. A holiday job is | <input type="checkbox"/> | a. done on a voluntary basis, usually in order to gain work experience. |
| 2. An unpaid job is | <input type="checkbox"/> | b. working in an office using mainly mental ability. |
| 3. Freelance work involves | <input type="checkbox"/> | c. usually taken on to supplement the salary of one's main job. |
| 4. A desk job involves | <input type="checkbox"/> | d. physical work. |
| 5. A seasonal job is | <input type="checkbox"/> | e. a temporary job done by students during the summer break from school. |
| 6. An extra job is | <input type="checkbox"/> | f. both tiring and stressful. |
| 7. A demanding job can be | <input type="checkbox"/> | g. working for a number of organisations rather than just one. |
| 8. A blue-collar job involves | <input type="checkbox"/> | h. only available at certain times of the year. |

Vocabulary Practice

D Read sentences 1-8 and match the phrases in bold to the meanings a-h.

PHRASAL VERBS

1. It's always nice to have a day off, but then you have to **catch up on your workload** when you return.
2. After being made redundant, George decided to **set up his own business**.
3. Our company is **taking on staff** to cope with the increased workload.
4. A combination of bad management and increased competition resulted in the corner shop **going out of business**.
5. My boss usually just explains what he needs and then **leaves me to it**.
6. Getting a promotion naturally involves **taking on more responsibility**.
7. The CFO decided to **stand down from his position** following disappointing yearly results.
8. With such hard work and dedication she's sure to **get ahead** in her career.

- a. to formally create a new company
- b. to stop operating as a business due to financial difficulties
- c. to do work that you didn't do earlier
- d. to be successful in one's job
- e. to accept more authority but also more blame if something goes wrong
- f. to employ people
- g. to agree to leave a position in a company or organisation
- h. to allow someone to continue with what they were doing before



E Put the prompts 1-6 in order to form idioms and match them to the definitions a-f.

IDIOMS

- | | | |
|----------------------------------|--------------------------|--|
| 1. under / snowed / be | <input type="checkbox"/> | a. to sound good in theory but perhaps not work in practice |
| 2. outside / box / think / the | <input type="checkbox"/> | b. to have too much work to do |
| 3. ladder / climb / the / career | <input type="checkbox"/> | c. to have just enough money to pay for the necessities |
| 4. on / good / paper / be | <input type="checkbox"/> | d. to think imaginatively without being restricted by traditional ideas |
| 5. job / a / have / dead-end | <input type="checkbox"/> | e. to progress in a career or company by being promoted |
| 6. meet / ends / make | <input type="checkbox"/> | f. to be in a job which provides no hope of progressing to a better position |

F Complete the sentences with the correct form of the idioms in the box.

IDIOMS

be tied up be the breadwinner get the sack put on hold be an up-and-coming employee work 24/7

1. My mum has _____ in the family ever since my dad lost his job.
2. The development of the new warehouse has been _____ because of financial problems.
3. Since the birth of my baby daughter, I have been _____ to make sure I can support my family.
4. I was shocked to hear that Oliver _____ because he is such an industrious and trustworthy individual.
5. I couldn't make it to the match last night because I _____ at work.
6. Andrew _____ and is expected to climb the career ladder quickly.