


A Read the text below and think of the word which best fits each space. Use only one word in each space.

MONEY



There is no doubt that money, in the form that we know it today, (1) _____ what keeps modern economic life functioning. Yet, throughout history, money, in whatever form, has provided people (2) _____ the ability to buy (3) _____ sell goods. Thousands of years (4) _____, civilisations (5) _____ to rely on the barter system as a way of exchanging goods. Within this system a person had to exchange one thing for another. This meant that the two parties involved had to (6) _____ an agreement as to what they thought their products were worth. Items such (7) _____ wheat, tobacco and livestock have all been used as money at one time or another. It was not _____ much later that humans came up (8) _____ the idea of money in the form of metal coins. So why (9) _____ the barter system come to an end? The answer is simple. Coins were much easier to handle and carry around. Since then, the use of coins has become widespread. It has made commerce simpler and has given countries an opportunity (10) _____ development by doing business with other countries further afield, which they (11) _____ never done business with before.

In recent years, paper money has become more common all over the world, as it is easier to use. It (12) _____ not be long, however, before plastic cards take over completely, replacing coins and paper money.

B Complete the second sentence so that it has a similar meaning to the first sentence, using the word given unchanged. You must use between two and five words, including the word given.

- We last went abroad a long time ago.
not We _____ a long time.
- When did they start living in the suburbs?
have How _____ in the suburbs?
- It's the first time she has ever had problems with the authorities.
trouble She _____ with the authorities before.
- When Carl was young, he went to a holiday camp every summer.
used When Carl was young, he _____ a holiday camp every summer.
- After the earthquake, the government supplied food and medicine to the homeless.
provided After the earthquake, the government _____ food and medicine.
- Lucy hasn't visited me since February.
was The last _____ in February.
- How long has he had this car?
bought How long _____ this car?
- I haven't caught a cold for ages.
down I last _____ ages ago.

Section 2

Words easily confused

Use the correct form of the words in the boxes to complete the sentences in each group A-H below. You may use some of the words more than once. In some cases, more than one word may be correct.

A job occupation work employment profession

- 1 People in the medical _____ work long hours.
- 2 In order to get a(n) _____ as a computer analyst, you need a degree in computer science.
- 3 Betty has been out of _____ since January.
- 4 _____ agencies help people find work in their field.
- 5 I was asked to write my present _____ on the application form.

B task course duty

- 1 They were set the _____ of cleaning the room after the meeting.
- 2 It is a nurse's _____ to make the patients feel comfortable.
- 3 Her marks are quite high, so she can choose between a medical or a law _____ at university.

C employer employee colleague assistant clerk officer attendant

- 1 The shop _____ helped me choose a jumper that suited me.
- 2 The car park _____ is responsible for parking customers' cars.
- 3 All _____ are expected to be at work by 8.30. Our _____ insists on it.
- 4 Jill worked as a(n) _____ for a law firm before entering politics.
- 5 All my _____ at the office are friendly.
- 6 Bob is a senior _____ in the armed forces.

D party crew staff

- 1 A member of a political _____ gave a speech in the town centre last night.
- 2 The teaching _____ at our school have formed a basketball team.
- 3 The search _____ had no luck in finding the missing child.
- 4 The ship's _____ served drinks as the ship set sail.

E aim goal intention challenge success ambition

- 1 The Maths problem was a(n) _____ and took me over an hour to solve.
- 2 The _____ of environmental organisations is to stop environmental destruction.

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- 3 People with _____ will always try to achieve their _____.
- 4 Their first album was a great _____ and sold two million copies worldwide.
- 5 I have no _____ of changing my plans for tonight.

F

achieve fulfil cope deal face succeed

- 1 John _____ in convincing his boss to give him the day off.
- 2 He doesn't _____ with crisis situations very well.
- 3 Despite his health problems, Joe _____ his ambition to play in the local football team.
- 4 The Johnstons are _____ financial difficulties after Mrs Johnston lost her job.
- 5 Kim put a lot of work into her project and _____ excellent results.
- 6 During his career as a teacher, he has _____ with students from different backgrounds.

G

manage run operate undertake

- 1 You have to read the instructions carefully before you _____ the photocopying machine.
- 2 Brett couldn't find experienced staff so he _____ his business on his own for a few months.
- 3 Kate was supposed to _____ the training of the new staff.
- 4 The company is _____ by two people who share the responsibilities.

H

skills qualities qualifications experience

- 1 To get the job you must have three years' _____ in telecommunications and the necessary _____, one of which is a university degree.
- 2 Leadership _____ are required by a Prime Minister, as well as communication _____.
- 3 Learning to windsurf was a fantastic _____!

A Read the text below and decide which answer A, B, C or D best fits each space.

FINDING EMPLOYMENT

My first (1) _____ was as a sales (2) _____ at a large department store. I wanted to work part-time, because I was still studying (3) _____ university and I was only (4) _____ to work a few nights a week.

I came (5) _____ the advertisement in the local newspaper. I remember the interview as though (6) _____ were yesterday. The personnel manager sat behind a large desk. He asked me various questions which surprised me because all I wanted was to work in sales. An hour later, I was told that I had got the job and was given a contract to go (7) _____. I was to be trained for ten days before I took my post. Also, as a member of (8) _____, I was entitled to some benefits, including discounts.

When I eventually started, I was responsible (9) _____ the toy section. I really enjoyed it there and I loved demonstrating the different toys. I was surprised at how friendly my (10) _____ were, too. They made working there fun even when we had to (11) _____ customers who (12) _____ on our nerves. On the whole, working there was a great experience which I will never forget.



1	A occupation	B job	C work	D employment
2	A employee	B attendant	C officer	D assistant
3	A in	B on	C at	D for
4	A excellent	B able	C proud	D experienced
5	A across	B into	C on	D round
6	A it	B I	C that	D there
7	A on	B over	C ahead	D with
8	A staff	B crew	C team	D party
9	A of	B at	C with	D for
10	A assistants	B staff	C colleagues	D employees
11	A control	B deal with	C manage	D cooperate
12	A came	B went	C got	D were

B Complete the text below with the correct form of the words in capitals.

AN UNUSUAL OUTING

Last week I made a (1) _____ to my cousin Alex, offering to take him to an (2) _____ park. He was very excited because it was his (3) _____ place. However, from the moment I picked him up, he was very (4) _____, which surprised me since his behaviour was (5) _____ very different. At one point, while waiting to get on a ride, he disappeared. (6) _____, the manager, who was very (7) _____, found him an hour later amongst a crowd. Apparently, Alex had seen a famous basketball player and wanted his autograph. He (8) _____ to me immediately but I was so (9) _____ at him that we left. It was then that I made the (10) _____ never to take Alex out again.

SUGGEST

AMUSE

FAVOUR

NOISE

NORMAL

LUCK

HELP

APOLOGY

ANGER

DECIDE

B Read the sentences and complete them with the prepositions **in, on or at**.

- 1 My brother is working part-time _____ **the hospital**.
- 2 There is a TV set _____ **the corner** of the room.
- 3 James sits _____ **the front** of the class.
- 4 They went on a boat ride _____ **the river**.
- 5 Homeless people sleep _____ **the streets** of most major cities.
- 6 He had to stay _____ **hospital** for a week after his operation.
- 7 My girlfriend is waiting for me _____ **the corner**.
- 8 The robbers parked their car _____ **front of** the bank.

C Read the sentences and complete them with the prepositions **in, on, at, by, for, from or out**.

- 1 You can hand in your assignments _____ **Tuesday** _____ **the very latest**.
- 2 A tattoo is _____ **life**. So, think carefully before deciding on having one done.
- 3 Kick-off is in twenty minutes, so _____ **the meantime**, do your warm-up exercises.
- 4 _____ **the beginning**, I didn't want to have a party _____ **my birthday**, but now I've changed my mind.
- 5 Typewriters are already _____ **of date**.
- 6 You should read the introduction _____ **the beginning** of the book.
- 7 _____ **now on**, no one is allowed to enter the school building during the lunch break.
- 8 I haven't seen Michael _____ **ages**, so I'm going to visit him _____ **the weekend**.
- 9 It's a pity I have to remain indoors _____ **such a nice day**.
- 10 I can't talk to you _____ **the moment**. Ring me back _____ **a while**.
- 11 It's difficult to see the moon in the sky _____ **day**.
- 12 I'm really worried about Sam. He should have been here _____ **now**.