

INTERMEDIATE UNIT 4

4.1 Personal qualities

1 Put the letters in italics in the correct order to make words that describe personal qualities. Then decide if each quality is positive (+), negative (-) or both (+/-).

- I think I'm a *doog dealre*, I respect the people in my team. *good leader* +
- You need to be a *sikr atrek* to make a lot of money.

- I can never make decisions. I'm *viceinside*.

- People say I'm *drha-knwrogi* because I do two jobs.

- Sometimes you need to be creative and *inkth* outside the *xob*. _____
- A manager should be a *odgo articmoconum* and know how to talk to colleagues.

- If you enjoy your job, you'll be *teamdivot* to work hard. _____
- I know I'm *piecevimt* because I always want to win. _____
- My sister's really *amobisuit*. She wants to run her own company one day. _____

2 Underline the correct alternatives.

- Liam lost his job for being too *aggressive*/*independent* after he shouted at a customer.
- Maryam gets to her new job an hour early every day. She's very *keen*/*moody*.
- I have to be *reliable*/*punctual* for work. If I'm late, my boss gets annoyed with me.
- I don't want my employees to ask me for help. I want them to be *honest*/*independent*.
- My colleague's really *moody*/*sensible*. You never know if she's going to be happy or angry.
- You have to be *easy-going*/*bright* to study medicine as there's so much to learn.
- Sam's the most *reliable*/*sensible* person I know. If he says he'll do something, he'll do it.

Working life

3 Complete the job advertisements with the phrases in the box.

advise clients answer phone enquiries
deal with problems flexible hours nine to five
office job organises physical job outdoor job
responsible for

WANTED:

A park keeper prepared to work
1 _____, i.e. some mornings,
afternoons and evenings. Candidates should
understand that this is an
2 _____, so warm clothes are
necessary. It is also a 3 _____
which involves heavy lifting. The park keeper
will work to a schedule, but will also have to
4 _____ which arise during
the day, e.g. fallen trees due to bad weather.

WANTED:

A manager 5 _____ running a
small charity which is open during office hours.
The manager looks after a team of people who
6 _____ and 7 _____
on what they should do. This is an
8 _____ and so the manager will be
required to work 9 _____. However,
the manager also 10 _____ events
and will be required to attend those events,
sometimes at the weekend.

Confusing words

4 In four sentences the underlined word is wrong. Find the mistakes and correct them.

- Ian was so lucky. Straight after university he found his dream work.
- I'm sorry, what did you say? I wasn't really hearing.
- Don't laugh. It's not funny at all!
- Oh dear! I've forgotten my phone at home.
- Can you remember me where the Indian restaurant is?
- Please remind me to buy Mark a birthday present.

5 Underline the correct alternatives.

- We're *actually/currently* experiencing some turbulence. Please fasten your seatbelt.
- Annie has a great *career/course* which pays well and lets her travel the world.
- If you don't hurry up, we'll *miss/lose* the beginning of the film!
- Oh no! I left my umbrella at home. Could I *borrow/lend* yours?
- People think I'm Italian, but I'm *actually/currently* Spanish.
- I don't have any money. Could you *lend/borrow* me £10?

4.2 Extreme adjectives

6 Match 1–8 with a)–h) to make sentences.

- I can't write three reports in two hours. It's
- It's over 35°C outside. It's
- The food at that restaurant is
- I loved that exhibition about Egypt. It was
- I must remember to take a coat as it's going to be
- I had to take a photo of the sunset. It was
- I can't eat that piece of cake. It's
- I had to stay up all night to finish this essay. I'm

- really beautiful.
- exhausted!
- absolutely enormous.
- simply delicious.
- impossible.
- really fascinating.
- boiling!
- freezing later.

4.3 Business

7 Complete the conversation with the words in the box.

charge compete fire idea interview run salary work

- A: How did your job ¹ _____ go?
 B: I think it went OK, but there were a lot of other candidates to ² _____ with.
 A: Yes, finding ³ _____ is never easy these days.
 B: I agree, especially finding a job with a good ⁴ _____.
 A: I'd love to ⁵ _____ my own business one day. Maybe we can do it together!
 B: Yes, great! We can be in ⁶ _____ of ourselves and no-one can ⁷ _____ us!
 A: OK. We need a good business ⁸ _____ though.

Focus on work

8 Match the verbs and prepositions 1–6 with a)–f). Some verbs have more than one match.

- | | |
|-------------|----------------|
| 1 work at | a) a place |
| 2 work for | b) a person |
| 3 work in | c) a project |
| 4 work as | d) a job title |
| 5 work with | e) a company |
| 6 work on | f) an industry |

9 Complete the sentences with the correct form of work and a preposition.

- I've _____ a teacher for twenty years.
- He _____ a large department store in New York.
- She _____ Starbucks last year, but not anymore.
- Both of my brothers _____ advertising.
- We're all _____ our end of year report.
- I'm _____ our customers to try to find out what their needs are.

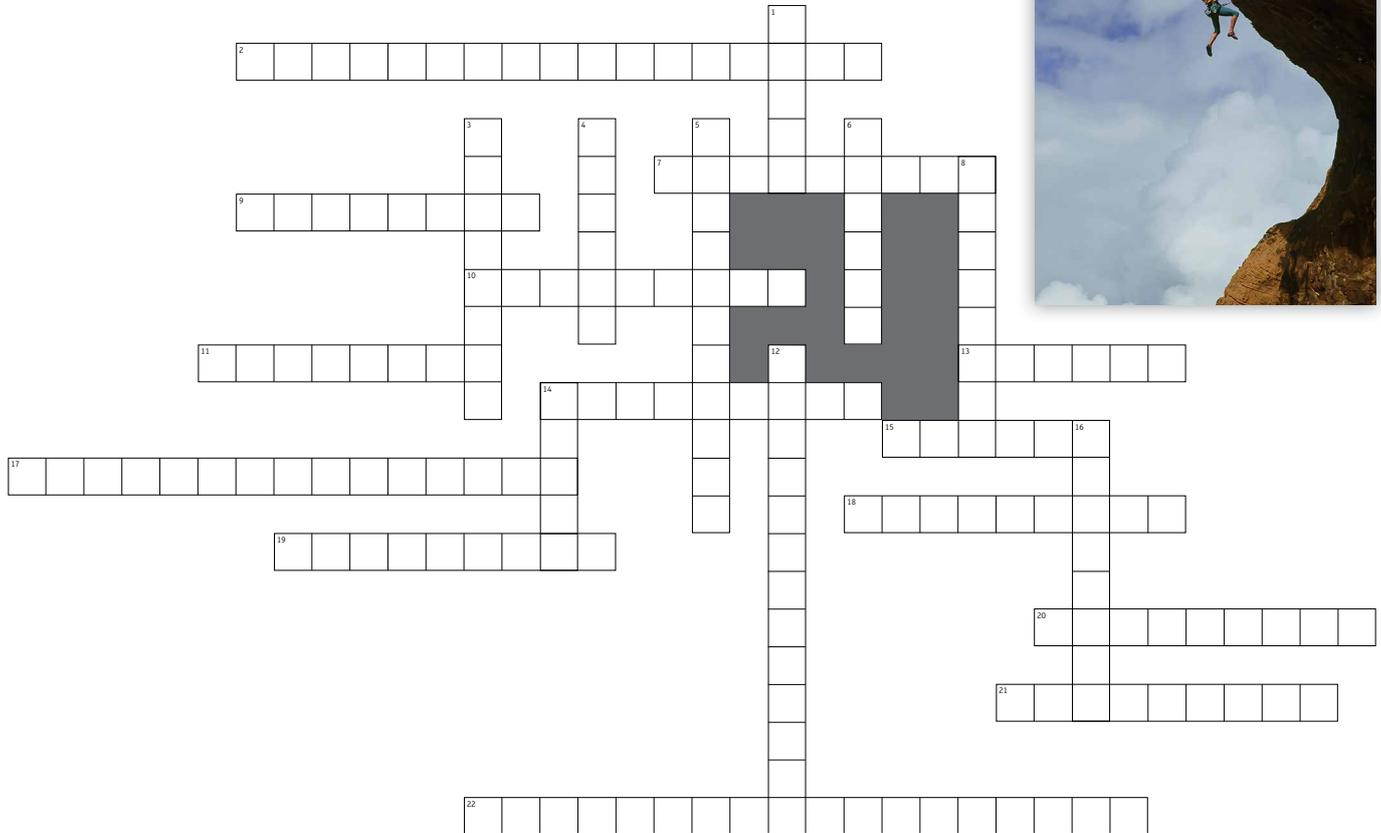
10 Complete the sentences with the expressions in the box.

out of work working towards doesn't work workout work out worked her way up worked his socks off worked through

- He must be really exhausted. He's _____ today.
- If we mess up this contract, we could find ourselves _____.
- She _____ from intern to newspaper editor.
- I need a new TV. Mine _____ anymore.
- The couple's relationship was stronger after they _____ their issues.
- Ahmed is currently _____ his target of becoming company manager.
- Can you _____ how much the train will cost for three of us?
- Wei tries to do a _____ most mornings to make sure he keeps in good shape.

Crossword

11 Use the clues to complete the crossword with words and phrases from Unit 4.



Across

- 2** very angry (10, 7)
- 7** relaxed and informal around other people (4-5)
- 9** very cold (8)
- 10** a meeting to consider a new employee (9)
- 11** arrive on time (8)
- 13** tell someone something they used to know (6)
- 14** determined to be successful (9)
- 15** add the latest information (6)
- 17** be your own boss (4, 3, 8)
- 18** very tasty (9)
- 19** at this moment (9)
- 20** really great (9)
- 21** a person who takes chances (4-5)
- 22** consider unusual, creative ideas (5, 7, 3, 3)

Down

- 1** sometimes happy, sometimes angry for no reason (5)
- 3** reasonable, practical (8)
- 4** a job or series of jobs you do in your working life (6)
- 5** very interesting (11)
- 6** take an item from someone for a short time and then return it (6)
- 8** lose your job, usually because you did something wrong (3, 5)
- 12** be in your job for many hours a day (4, 4, 5)
- 14** very bad (5)
- 16** very large (8)