

## VOCABULARY

### A. Complete the sentences with the words in the box.

certificate    deposit    outing    job  
CV            reference    attend

- The machine swallowed my card yesterday when I went to \_\_\_\_\_ money.
- The company organised a beautiful \_\_\_\_\_ for the staff in the Scottish countryside.
- Adam has a new \_\_\_\_\_. He works as a cashier in a bank.
- Please send us your \_\_\_\_\_ and a \_\_\_\_\_ letter and we'll call you.
- I didn't \_\_\_\_\_ the lesson because no one had told me about it.
- Mum, look at my \_\_\_\_\_! I managed to finish the course after all.

### B. Put the words in the box under the correct heading.

salary    fluent    commission  
withdraw    computer-literate    colleague  
perks    account    degree

#### BANK

#### QUALIFICATIONS

_____	_____
_____	_____
_____	_____

#### EMPLOYMENT

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### C. Complete the sentences with the prepositions in the box.

in    about    in    off    for

- My brother is applying \_\_\_\_\_ the position of chef.
- Are you \_\_\_\_\_ charge of this area?
- I am so tired. I'll take the day \_\_\_\_\_ tomorrow.
- My boss is fluent \_\_\_\_\_ three languages.
- They didn't inform me \_\_\_\_\_ the meeting so I went there late.

## GRAMMAR

### D. Choose a, b or c.

- \_\_\_\_\_ a beautiful garden!  
a. So                      b. How                      c. What
- It's \_\_\_\_\_ big!  
a. what                      b. such                      c. so
- Matthew taught \_\_\_\_\_ to use a computer.  
a. by himself              b. himself                      c. -
- You went to Europe last year, \_\_\_\_\_?  
a. did you                      b. didn't you                      c. went you
- They can play games there, \_\_\_\_\_?  
a. can't they                      b. can they                      c. they can't
- It won't accept my PIN, \_\_\_\_\_?  
a. will it                      b. won't it                      c. does it

### E. Complete the sentences with the Past Simple or the Past Perfect of the verbs in brackets.

- When I \_\_\_\_\_ (get) to the station, the train \_\_\_\_\_ (leave).
- Before I \_\_\_\_\_ (talk) to him, he \_\_\_\_\_ (try) to send me an e-mail.
- I \_\_\_\_\_ (wash) my hair before I \_\_\_\_\_ (go) out.
- \_\_\_\_\_ you \_\_\_\_\_ (find) a job?
- By the time the police \_\_\_\_\_ (arrive) the thieves \_\_\_\_\_ (take) all the money.

### F. Join the sentences using *so / such... that*.

- It was raining hard. We couldn't go out.  
\_\_\_\_\_.
- She was tired. She took the week off.  
\_\_\_\_\_.
- The children were having a wonderful time. They didn't want to go to bed.  
\_\_\_\_\_.
- They are helpful people. They gave us their car.  
\_\_\_\_\_.
- Anna is a rude person. No one wants to be with her.  
\_\_\_\_\_.