

Review 1

Building a career

1 Complete the text about going to university. Definitions are given in brackets to help you.

How do you choose your university? Unless you are lucky enough to win a (1) s____p, (money awarded to excellent students), you'll have to decide if you can pay the (2) f____s (price of tuition). Perhaps you'll be impressed by the quality and reputation of the (3) f____ty (all the teachers), or perhaps by the sports and social (4) f____ies (rooms, equipment and services). You may also want to think about the choice of (5) e____r (other than learning) activities and whether the university has a good (6) p____t (helping students find a job) service.

2 Make expressions by matching the beginnings and endings of each phrase.

- | | | |
|-----------------------------------|--------------------------|---|
| 1 widening access to | <input type="checkbox"/> | a |
| 2 the uncomfortable | <input type="checkbox"/> | |
| 3 the resources to match | <input type="checkbox"/> | |
| 4 students get good value | <input type="checkbox"/> | |
| 5 a mountain | <input type="checkbox"/> | |
| 6 to go to | <input type="checkbox"/> | |
| 7 robbing the poor | <input type="checkbox"/> | |
| 8 governments continue to provide | <input type="checkbox"/> | |
| 9 massive hikes in | <input type="checkbox"/> | |
| 10 willing and | <input type="checkbox"/> | |
- a) a university education
 b) their ambitions
 c) to pay the rich
 d) truth
 e) great lengths
 f) for their money
 g) student fees
 h) able to invest
 i) to climb
 j) subsidies

3 Complete the sentences using the words in the box.

assignment chair dismissed draw up exceed
 laid off implement meet present recruit
 sabbatical train

- After you _____ new sales reps you have to _____ them.
- It's good if you can _____ your sales objectives, but it's even better if you can _____ them.
- It's not enough just to _____ a few proposals on paper: you've actually got to _____ the plans.
- When you become more experienced, you might have to _____ working parties and even _____ new programmes to the Board.
- If you lost your job because of the company's problems, you were _____, but if *you* did something wrong, you were _____.
- If you are working in another geographical place, you are on _____; if you are not working because you want to study or write, you are on _____.

4 In each sentence, put one verb in the past simple (*did*), one in the past continuous (*was/were doing*), and one in the past perfect (*had done*).

- I _____ (find out) the other day that Pierre from the sales department has been dismissed. I _____ (wonder) why I _____ (not/see) him for a while.
- I _____ (just/finish) working on the spreadsheet when the computer _____ (crash). I can't explain it - I _____ (not/do) anything unusual with the program.

5 Put each verb into the most likely form. You might need an auxiliary like *will* or *would*. Use contractions.

- A: If I (1) _____ (see) Anita, I (2) _____ (tell) her about the job vacancy as well.
 B: But Anita's on vacation. She's trekking in the Himalayas. If you (3) _____ (see) her, it (4) _____ (be) very surprising!
 A: Anita? Trekking in the Himalayas? Now that really is surprising. If Anita (5) _____ (go) on vacation, she usually (6) _____ (go) to the beach.

6 Fill in the missing letters to complete these linking words.

Introducing a point

- 1 As re____ds / As _____ as ... is con_____ed

Seeing both sides

- 2 On the wh____, how____ / It's true that ..., but _____ the o____ h_____

Combining reasons

- 3 Not o____, but a____ / For o____ th____, and for an_____

Adding ideas

- 4 Bes____, ... / In add____, ...

7 Use one expression from each of the categories in Exercise 6 to complete this text.

I've lived in the same town all my life. My family and friends are here, and it's calm and peaceful. (1) _____, there's a good sense of community and I'm happy. But I'm starting to wonder about my career. (2) _____ it's a small town and there aren't many interesting jobs, _____ I want to develop my language skills and work in an international environment. (3) _____ salary _____, that's not so important right now - experience is more important. So I don't know what to do. (4) _____ I think the best thing is just to wait and see what jobs are available locally - _____, if I see a really interesting job advertised in another area, I'll apply for it and see what happens.

8 Complete the sentences from cover letters with the action verbs in the box.

broke developed doubled enhanced supported

- I _____ previous sales records.
- I more than _____ average revenues per nightclub.
- I _____ a range of new products for teenage customers.
- I _____ myself financially by working in radio advertising sales.
- These part-time jobs _____ my formal education.