

Grammar

1 Emphasis

Rewrite the sentences to be more emphatic using the words in brackets.

I'm very happy to be here today. (indeed)

I'm very happy indeed to be here today.

1 I'm not surprised that the campaign was a huge success. (least)

2 I don't support animal charities because I think children are more important. (reason)

3 Simon doesn't understand the importance of giving. (what)

4 Dan used his money to fund the project. (own)

5 Maria raised the most money on her sponsored trek. (it)

____/10

2 Conditionals (review)

Complete the sentences using the correct form of the verbs from the box.

spend	take	need	tend	have	be
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Supposing you had a lot of money, what would you spend it on?

1 If I'd invested wisely, I _____ to work now.

2 I wish you _____ so negative all the time. It's really draining.

3 If people are happy at work, they _____ to be happy at home.

4 If only we _____ your advice, we'd be in a much better position now. After all, you're much more experienced than we are.

5 If it hadn't been for Alan's fast reflexes, we _____ a terrible accident.

____/10

3 Conditionals (review)

Rewrite the sentences using the words in brackets.

If you need any further information, don't hesitate to contact me. (should)

Should you need any further information, don't hesitate to contact me.

1 I wanted to go to university but I didn't. (if only)

2 We'll invest in your business if you let us help you. (as long as)

3 John didn't enjoy his job because he didn't have a supportive boss. (if)

4 What would you say if you met Bill Gates? (supposing)

5 We're in debt now because we bought an expensive car last month. (if)

____/10

4 Sentence adverbials

Replace the underlined words with their synonyms from the box.

to a certain extent	believe it or not	on the other hand
looking back	seemingly	broadly speaking

I can help you up to a point but then you're on your own.

to a certain extent

1 With hindsight I'd have done things differently.

2 By and large Max really liked my ideas.

3 It is apparently impossible for us to set up a meeting with our boss.

4 We're allowed to leave work early on Fridays. However, we don't get paid if we do.

5 Surprisingly enough our advertising campaign won a national award.

____/10

Vocabulary

5 Business

Complete the words. The first letter has been given.

We're hoping to launch our new company next month.

- 1 It's amazing that Lucy manages to **m** _ _ _ such a good living from her cleaning business.
- 2 If we don't make a **p** _ _ _ _ _ within the next six months, we'll have to close down.
- 3 The bank won't **b** _ _ _ you out again as you've already had a big loan.
- 4 When you're self-employed, you don't get any of the usual fringe **b** _ _ _ _ _ _ _ such as paid holidays and free health insurance.
- 5 Our business is a profit-s _ _ _ _ so it's in everyone's interests to work hard.

___/10

6 Finance and philanthropy

Complete the sentences using the correct form of the verbs from the box.

make	put	invest	amass	give	fund
------	-----	--------	-------	------	------

Would you be interested in making a donation to the local wildlife sanctuary?

- 1 Over the years I _____ a lot of money to charity.
- 2 If I ever _____ a fortune, I'd give most of it away.
- 3 If you're lucky enough to have a lot of money, I think you should _____ some of it back into charitable causes.
- 4 I don't think the government should _____ any international programmes because I believe charity begins at home.
- 5 We'd be happy _____ in your chosen charity.

___/10

7 Expressing quantity

There is one word missing in each sentence. Rewrite the sentences correctly.

I agree with your suggestions for most part.

I agree with your suggestions for the most part.

1 I'm not much an expert but I'll help you if I can.

2 Vast majority of people worry about their financial situation.

3 Quite few people I know do voluntary work.

4 You spend an lot of time stressing about things you can't control, don't you?

5 Only a handful people attended yesterday's meeting. It was very disappointing.

____/10

8 Money idioms

Complete each sentence with one word.

Life is very hard when you're constantly in debt.

1 I wouldn't consider myself to be well _____ but I can afford to treat myself from time to time.

2 I don't know how Martin manages to get by _____ such a low salary.

3 Why don't you ask Tom to lend you some money? He's rolling _____ it after all.

4 I feel really guilty as I splashed _____ on some really expensive shoes the other day.

5 Sally's so hard _____, she can't afford to heat her house properly.

____/10

How to...

9 express priorities

Underline the correct alternative in *italics*.

My main/*central* priority is to ensure that our employees are happy.

- 1 In my opinion this is *completely/absolutely* vital.
- 2 And I certainly *couldn't/wouldn't* do without my team of managers.
- 3 To be honest, I'm not *quite/really* concerned about our competitors.
- 4 But I *could/should* do without their interference.
- 5 Expanding the business isn't a *major/great* priority just yet. We've got plenty of time.

____/10

Reading

10 Read this blog. Put the paragraphs (B-F) in the correct order.

The perfect job – at last

A Looking for a job can be a very disheartening experience especially during these hard times when many people are being laid off as companies try to downsize and outsource in an effort to cut costs. However, I was not to be discouraged as I had long wished to leave my old job and go in search of new challenges.

B Other perks and benefits include a pension plan, a company car and a subsidised canteen as well as the use of the local gym and swimming pool. There is even a company doctor on site.

C What I particularly enjoy about this job is that there is also room for personal development. The company bosses are very forward thinking and keen to encourage the employees to go on courses. We are allowed 5 days per year for these – anything ranging from soft skills like giving presentations to things not directly related to our work. So, next week I'm going on a 3-day residential creative writing course.

D After carefully revising and updating my CV, I started my job search by going to recruitment agencies and applying for jobs online. The latter was a thankless task as I rarely even received acknowledgement of my applications so I decided to focus on the personal approach. And finally it paid off and here I am, four months later, enjoying my dream job.

E The world of work needn't be a world of tedium filled with routine, mundane tasks. With a bit of vision I believe that any workforce can be motivated and stimulated. A happy team is a productive one and believe me, it doesn't take much to get the best out of people. So if you find your current work situation less than stimulating, just do as I did and take charge of your future.

F What do I mean by dream job? It's not about the money and the prestige for me, though I am very fortunate to have been offered a very generous salary. It's more about job satisfaction, which of course means different things to different people. Although I work long hours, they are flexible and I can even work from home when I have reports to write. Although I work in a team with incredibly supportive colleagues, I also have freedom to develop in a way that suits me. In addition to getting recognition for the work I've already done, there are good promotion prospects.

0 ..A..

1 ____

2 ____

3 ____

4 ____

5 ____

____/10