

1 Complete the sentences with the correct form of the words below.

arrange calculate deal deliver develop
handle install organise

- 1 We've arranged a meeting for next Monday.
- 2 I _____ that it would take me a year to save enough money to buy a new computer.
- 3 I've _____ with the problem, and it's all OK now.
- 4 It takes a few days to _____ a parcel to another country.
- 5 The company is spending a lot of money on _____ new products.
- 6 You _____ that difficult situation very well yesterday.
- 7 I need to wait for this program to _____ on my phone.
- 8 Let's _____ a meeting for next week.

2 Match the sentence halves. There is one extra option.

- | | |
|---|-------|
| 1 My laptop is faster now, because I've installed | ..B.. |
| 2 My mother manages | |
| 3 I'm trying to organise | |
| 4 My brother's company produces | |
| 5 I'd like to run my own | |
| 6 I need to | |

- A a party for my 21st birthday.
- B the new software.
- C company one day.
- D update my phone soon.
- E about 30 people in her company.
- F electronic parts for computers.
- G the problem successfully.

3 Cross out the word that is not possible in each group.

- 1 *install* / *update* / ~~*manage*~~ software
- 2 *calculate* / *deal with* / *run* figures
- 3 *manage* / *run* / *arrange* a company
- 4 *install* / *manage* / *deal with* people
- 5 *produce* / *deliver* / *run* goods
- 6 *deal with* / *handle* / *deliver* a problem
- 7 *arrange* / *update* / *organise* a meeting

4 Complete the sentences with *as* or *like*.

- 1 It looks like it's going to rain.
- 2 My sister works _____ a doctor.
- 3 This company is known _____ one of the best in the world.
- 4 I'd like to work in a job where I can be creative, _____ a film director.
- 5 I'm just _____ my brother. We both hate working in offices.
- 6 You look _____ you're sad. What's wrong?
- 7 I enjoy doing things _____ reading and watching TV in my spare time.
- 8 I'd _____ to look after animals _____ a job.

5 Choose the correct options.

If you want to work ¹ _____ a teacher, you should know that it can be a ² _____ job. You have to be able to ³ _____ with people, often in large groups, and ⁴ _____ a classroom. You have to ⁵ _____ problems nearly every day, and ⁶ _____ interesting, educational lessons, and ⁷ _____ new information and ideas so that students can easily understand. ⁸ _____ only teaching about 25 hours a week, you still have to plan each lesson and mark homework, often in the evenings. It can be absolutely ⁹ _____ .
¹⁰ _____ all this, teaching can be a great job.
¹¹ _____ remembers a great teacher that they had, and teaching can have a long-lasting effect on someone's life. And, of course, teaching is known ¹² _____ a job with long holidays, especially in the summer.

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|------------------|--------------|-------------|
| 1 A <u>as</u> | B like | C at |
| 2 A professional | B stressful | C curious |
| 3 A organise | B handle | C deal |
| 4 A manage | B produce | C deliver |
| 5 A deliver | B handle | C install |
| 6 A deliver | B update | C calculate |
| 7 A announce | B insist | C explain |
| 8 A Despite | B Unless | C Instead |
| 9 A tiring | B exhausting | C exhausted |
| 10 A Instead | B Despite | C Besides |
| 11 A Everyone | B Anyone | C No one |
| 12 A with | B like | C as |

1

- 1 *arranged*
- 2 *calculated*
- 3 *dealt*
- 4 *deliver*
- 5 *developing*
- 6 *handled*
- 7 *install*
- 8 *organise*

2

- 1 *B*
- 2 *E*
- 3 *A*
- 4 *F*
- 5 *C*
- 6 *D*

3

- 1 *manage*
- 2 *run*
- 3 *arrange*
- 4 *install*
- 5 *run*
- 6 *deliver*
- 7 *update*

4

- 1 *like*
- 2 *as*
- 3 *as*
- 4 *like*
- 5 *like*
- 6 *like*
- 7 *like*
- 8 *like, as*

5

- 1 *A*
- 2 *B*
- 3 *C*
- 4 *A*
- 5 *B*
- 6 *A*
- 7 *C*
- 8 *A*
- 9 *B*
- 10 *B*
- 11 *A*
- 12 *C*