

1 Choose the correct word.

- We've *arranged* / *developed* a meeting for next Monday.
- I *handled* / *calculated* that it would take me a year to save enough money to buy a new computer.
- I've *dealt* / *managed* with the problem, and it's all OK now.
- It takes a few days to *deliver* / *organise* a parcel to another country.
- The company is spending a lot of money on *dealing* / *developing* new products.
- You *handled* / *calculated* that difficult situation very well.
- I need to wait for this program to *install* / *develop* on my phone.
- Let's *manage* / *organise* a meeting for next week.

2 Match the sentence halves.

- My laptop is faster now, because I've installed *B*.....
- My mother manages *.....*
- I'm trying to organise *.....*
- My brother's company produces *.....*
- I'd like to run my own *.....*
- 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.

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

- install* / *manage* software
- calculate* / *run* figures
- manage* / *arrange* a company
- install* / *manage* people
- deliver* / *run* goods
- deal with* / *deliver* a problem
- arrange* / *update* a meeting

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

- It looks *like* it's going to rain.
- My sister works a doctor.
- This company is known one of the best in the world.
- I'd like to work in a job where I can be creative, a film director.
- I'm just my brother. We both hate working in offices.
- You look you're sad. What's wrong?

7 I enjoy doing things reading and watching TV in my spare time.

8 I'd like 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.

- | | |
|--------------------------------|----------------------------|
| 1 A <i>as</i> | B <i>like</i> |
| 2 A <i>professional</i> | B <i>stressful</i> |
| 3 A <i>deal</i> | B <i>handle</i> |
| 4 A <i>manage</i> | B <i>produce</i> |
| 5 A <i>deliver</i> | B <i>handle</i> |
| 6 A <i>deliver</i> | B <i>update</i> |
| 7 A <i>announce</i> | B <i>explain</i> |
| 8 A <i>Despite</i> | B <i>Unless</i> |
| 9 A <i>tiring</i> | B <i>exhausting</i> |
| 10 A <i>Instead</i> | B <i>Despite</i> |
| 11 A <i>Everyone</i> | B <i>Anyone</i> |
| 12 A <i>as</i> | B <i>like</i> |

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

The following words should be crossed out:

- 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 *as*

5

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