

A Write one word in each gap.

Dear Sir,

I would like to (1) a complaint about an article that appeared in your newspaper last week. In the article, entitled 'Why they are (2) of work', the writer suggested that the unemployed were responsible (3) their own situation. If the writer had (4) their job properly and (5) a little effort to speak to local unemployed people, they might have realised that this is not the case.

Let me begin (6) saying that most unemployed people want to work. They apply (7) jobs and (8) a great deal of effort into changing their situation.

The truth is that local businesses are simply not taking (9) new staff. The government is to blame for the way in which economic growth has (10) down, making life difficult for many businesses.

I look forward to reading a more balanced article in the future.

Yours faithfully,

Rebecca Winterson

(1 mark per answer)

B Complete the sentences by changing the form of the word in capitals when this is necessary.

- 11 Dave left the office keys in a pub and he was sacked for being so
(RESPONSIBLE).
- 12 'Leave it to me. I'll find a solution,' the manager said, (HELP).
- 13 All (APPLY) are asked to send their CV to Mrs Simpson in the Personnel Department.
- 14 My job is to (SUPERVISE) the telesales workers.
- 15 Carol has worked for us for over twenty years with great loyalty and
(DEDICATE).
- 16 All our (EMPLOY) receive four weeks paid holiday per year.
- 17 The managing director didn't think the suggestion would ever be (WORK),
so we had to think of another solution.
- 18 It seems that Mr Jones lied about his (QUALIFY) on his application form.

(1 mark per answer)

C Complete the second sentence using the word given, so that it has a similar meaning to the first sentence. Write between two and five words.

- 19 Yuri qualified and then immediately found a really good job. **than**
No he found a really good job.
- 20 Women don't often get promoted in some industries. **do**
Rarely in some industries.
- 21 I never realised that Tony was the head of Fizzyco. **realise**
Little that Tony was the head of Fizzyco.