

Phrases and collocations

D Match to make sentences.

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| 1 I put a lot of effort | A on hold for ages. |
| 2 They've made their decision | B about who's going to get promoted. |
| 3 It's not in your interest to | C of work for over two months now. |
| 4 The secretary's kept me | D into writing this report. |
| 5 I don't know why you didn't apply | E business long. |
| 6 I think we're all in agreement | F in your work. |
| 7 Dean's been out | G for that position. |
| 8 The shop hasn't been in | H accept a pay cut. |
| 9 I'm glad you're finally taking an interest | I work, doesn't he? |
| 10 Jason lives fairly near his place of | J on this, aren't we? |

E Write one word in each gap.

- Maybe you should write a letter complaint to the manager.
- When was the last time you had a off?
- Hardly had the police officer come duty when he had to respond to an emergency.
- My dad's work at the moment, I'm afraid. Can you call back later?
- I am available to an interview at your convenience.
- He's been this job for over thirty years.
- Our company a lot of business with Altech Industries.
- Sol's made an arrangement the wholesalers to deliver more frequently in future.
- June's got several years' experience dealing with young children.

Word patterns

F Choose the correct answer.

- Who is responsible dealing with complaints?
A with B for C in D at
- We began looking round for advertising agencies which had experience of our market.
A to B with C by D at
- The covering letter wasn't attached the CV.
A to B with C from D by
- Don't you think you should apply for the job writing?
A with B for C at D in
- I was only absent the office for a few minutes!
A for B from C in D about
- Success in this industry depends a lot luck!
A with B from C at D on