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A Complete the CV (curriculum vitae) with the correct words or phrases.

- 1. PERSONAL DETAILS
- 2. EDUCATION
- 3. QUALIFICATIONS
- 4. PROFESSIONAL EXPERIENCE
- 5. PERSONAL INTERESTS
- 6. REFERENCES

B Complete sentences 7-12 with an adjective or noun to describe personality. You have the first two letters of the missing words.

- 7. intelligence
- 8. sensitive
- 9. patience
- 10. emotion
- 11. skilled
- 12. independent

C Complete 13-18 with the correct preposition.

- 13. for
- 14. from
- 15. of
- 16. for
- 17. in
- 18. for

D Choose the best word or phrase a, b, or c to complete 19-23.

- 19. c
- 20. b
- 21. a
- 22. a
- 23. c

E Complete the sentences. Put the verbs in brackets into the past simple or the present perfect.

- 24. have had
- 25. have never worked
- 26. have never seen
- 27. won
- 28. have never heard
- 29. Have you ever eaten snake?
- 30. have been
- 31. was

F Rearrange the words to make questions and statements.

- 32. Has Jane arrived at work yet?
- 33. Have you ever been to Mexico?
- 34. Has John read his horoscope yet?
- 35. I have already applied for this job three times!
- 36. I haven't checked my email yet.

G Complete the dialogue with phrases from the box.

- 37. what should
- 38. you should
- 39. you shouldn't
- 40. should I
- 41. If I were you
- 42. what about

H Give your friend some advice beginning with the word(s) given.

- 43. My hair is too long. I need a haircut. Why don't you get a haircut?
- 44. My tooth hurts. If I were you, I'd go to the dentist.
- 45. Where's our food? We ordered it 40 minutes ago! What about asking the waiter?
- 46. I don't understand the present perfect tense. You should ask the teacher.