

Writing 1:

CAE Part 2

Formal letters: application

- 1 Read the following job advertisement and make a list of the characteristics the ideal candidate would possess.
- 2 The following is a letter of application for the job advertised in exercise 1. In questions 1–15, **two** of the alternatives can be used in each space. Cross out the alternative which **cannot** be used. The exercise begins with an example (0).

Personal Assistant to Insurance Executive

A dynamic PA is required to work for this very busy Insurance Executive. Duties include correspondence, diary management and booking travel. There will also be a great deal of contact with business people at a high level. A minimum of five years' related experience is essential.

(0) Dear Sir/Dear Executive/Dear Sir or Madam

I am writing in (1) *reply/apply/response* to your advertisement which appears in today's edition of the Business Times newspaper.

As you (2) *must/can/will* see from my (3) *enclosed/attached/enveloped* CV, I have spent the last six years working at the Tadwell branch of the Excel Insurance Company. I joined the branch as trainee secretary after leaving school and two years ago I was (4) *appointed/destined/promoted* to the (5) *place/position/post* of office manager, in charge of a (6) *staff/team/number* of seven. My (7) *duties/chores/responsibilities* range from the day-to-day (8) *conduct/management/running* of the office to staff training and new recruitment. I am also responsible for (9) *organizing/making/sorting* travel arrangements for management and visiting officials.

I am now interested in working in a more dynamic environment and given the experience I have (10) *acquired/gained/learned* at Excel, I consider myself well equipped to (11) *respond to/take up/rise for* the challenge offered by the post of Personal Assistant. I also feel I (12) *have/own/possess* the necessary personal qualities to (13) *meet/complete/deal with* the demands of the job; I have included in the CV the contact details of my branch manager, who would be (14) *welcome/willing/pleased* to provide you with a character reference.

I am available for interview at any time which might be convenient to you and would be able to start work after serving out the two months' notice in my (15) *actual/current/present* job.

I look forward to hearing from you.

Yours faithfully

Lara Goodrich

- 3 Write your own **letter of application** in 220–260 words for the following job, which you see advertised in an English-language magazine in your country.

How to go about it

- Make notes about relevant experience, skills and personal qualities which would make you suitable for the job. Think also about your reasons for applying. Remember, you can invent information.
- Make a paragraph plan of your letter. Look back at Lara Goodrich's application; how has she organized her information into paragraphs?
- Underline any words and expressions in Lara's application which you might find useful.

Language School Receptionist

Busy and expanding language school with a reputation for professional standards and friendly service requires two receptionists for its new centre in the north of England. Successful candidates will have a genuine interest in people and be able to work under pressure. They will also be reasonably fluent in both spoken and written English. IT skills an advantage. Previous experience useful but not essential.

Listening 1:

CAE Part 4

Multiple matching

- 1** What advice would you give to someone going for a job interview?

Example: Dress smartly.

- 2** **1.11–1.15** You will hear five short extracts in which different people are talking about interviews they attended. **While you listen you must complete both tasks.**

How to go about it

- Read through both tasks carefully before you start to listen. Note that in Task One, you are listening for the **advice** the person received, not what they actually did.
- Try to predict the language you might hear for each prompt.
Example: A Mind your body language - the way you sit or stand; what you do with your arms, hands and legs.
- Concentrate mainly, but not exclusively, on Task One the first time you listen. The second time you listen, give more attention to Task Two.
- Don't leave any questions unanswered.

TASK ONE

For questions **1–5**, choose from the list **A–H** the advice each speaker received.

- A** mind your body language
- B** arrive early for the interview
- C** wear the right clothes
- D** show interest in the prospective employer
- E** hide your enthusiasm for the job
- F** practise the interview beforehand
- G** think of an unusual situation
- H** control your nerves

<input type="checkbox"/>	1
<input type="checkbox"/>	2
<input type="checkbox"/>	3
<input type="checkbox"/>	4
<input type="checkbox"/>	5

TASK TWO

For questions **6–10**, choose from the list **A–H** the problem each speaker encountered.

- A** feeling unwell
- B** having the wrong information
- C** not having the right personality
- D** arriving late for the interview
- E** having a slight accident
- F** not having the right qualifications
- G** being unable to answer questions
- H** being unhappy about the pay

<input type="checkbox"/>	6
<input type="checkbox"/>	7
<input type="checkbox"/>	8
<input type="checkbox"/>	9
<input type="checkbox"/>	10

Don't forget!

- There are two questions for each speaker; one in Task One and one in Task Two. Questions 1 and 6 correspond to the first speaker; questions 2 and 7 to the second speaker, and so on.
- Three of the prompts in each task are not used.

- 3** If you have had an interview or an oral examination, tell your partner about how you prepared for it, what you remember about the interview and what the outcome was.

If you have never had an interview, tell your partner what you would fear most about going for an interview and what you would do to overcome this fear.

Language focus 2: Gerunds and infinitives

A Review

 The following sentences are all from the listening. Discuss with your partner the reasons why the words underlined are in the gerund or the infinitive.

Example:

- 1 The noun 'way' is often followed by the infinitive. 'Going' is in the gerund because it follows the preposition 'by'; all prepositions take the -ing form of a verb.
- 1 The best way to prepare for an interview is by going to the company's website.
- 2 They can see you've done your homework.
- 3 You're not to get all uptight and on edge.
- 4 Projecting self-confidence at an interview is vital for success.
- 5 I put on my best suit to give me that confidence.
- 6 I think I managed to hide it.
- 7 It's advisable to lean forward.
- 8 They recommended imagining the interviewer in the bath.

B Common problems

- 1 In 1–8 below there is a mistake in one of the two sentences. Find the mistake and correct it.

Example: *feeling*

- a You can't help to feel sorry for John, losing his job like that.
- b The company says it'll help him to find another, but it's not the same.
- 1 a I have been made to feel very welcome in my new job.
b They even let me to leave early so I can pick up my son from school.
- 2 a It's taken me time to adjust to working in an open-plan office.
b I still can't get used to share the same working space with the boss.
- 3 a It's not worth to make an effort in my job – the pay is so low.
b And there's certainly no point taking work home at weekends.
- 4 a We appreciate your agreeing to give a talk at the conference.
b We would like that you are our guest for dinner after your talk.
- 5 a As soon as I get to work all the phones start ringing.
b They don't stop to ring all day.
- 6 a I don't mind to go to the office meal tonight...
b ... but I really don't feel like having a cocktail with the boss beforehand.
- 7 a I advised him to buy a new suit for his interview.
b I also recommended to have a haircut.
- 8 a We were to have received a pay rise this year.
b Management have admitted to have broken their promise to increase salaries.



Check your ideas in the Grammar reference on page 219.

- 2  Work with a partner. Talk to each other about something

- you would miss being able to do if you lived abroad.
- you would refuse to do under any circumstances.
- you remember doing when you were a very small child.
- you are planning to do in the next few months.
- you regret doing.
- your parents didn't let you do as a child.
- you always have difficulty doing.
- you often forget to do.

C Nouns followed by the infinitive

Each of the nouns in the box can be followed by the infinitive with *to*. For each question 1–5, use the information in the informal sentence **a** to complete the gaps in the formal sentence **b**, using the words in the box. You should use each word once only.

effort	attempts	willingness	opportunity
capacity	ability	decision	
determination	tendency	refusal	

- 1 a It's very obvious that he really wants to get on in the company and he's done a lot to get over his shyness.
b He has shown a clear _____ to make progress in the company and he has made a great _____ to overcome his shyness.
- 2 a She usually thinks it's her fault if work doesn't get done on time, even though I've tried to tell her several times it's not true.
b She has a _____ to blame herself if deadlines are not met, despite my various _____ to persuade her otherwise.
- 3 a He never misses a chance to become a better salesman and what I admire most is the fact that he doesn't get fed up if things aren't going well.
b He takes advantage of every _____ to develop as a salesman, and his _____ to become despondent in the face of difficulties is his most admirable quality.
- 4 a He also doesn't seem very capable of controlling his pupils and I think he's right to want to get out of teaching.
b Furthermore, he seems to lack the _____ to maintain classroom discipline, and I can only support his _____ to leave the teaching profession.
- 5 a The best things about her are that she's prepared to take on new challenges and she can handle stressful situations.
b Her greatest strengths are her _____ to accept new challenges and her _____ to cope with pressure.

Reading:

CAE Part 4

Multiple matching

- 1  What do you understand by the title of the article: 'The Fast Track to Burnout'?
What causes some employees to burn out?
- 2 You are going to read a magazine interview with four young executives who left their jobs. For questions 1–15, choose from the executives A–D.

What to expect in the exam

- Part 4 tasks are multiple-matching tasks. There are fifteen questions in total.
- The text may be continuous or consist of a group of shorter texts, or sections of text. The following Part 4 text has been divided into sections.

How to go about it

- Re-read **How to go about it** on page 24 of Unit 2.
- To help you with numbers 1–4 below, key words in the questions have been underlined, together with the relevant parts of the text.
- Now look at numbers 5–15 and underline the key words in the questions in the same way. Then underline the parts of the text which provide the answers.

Of which young executive is the following true?

Her sense of being unimportant did not change once she had been promoted. 1 _____

Her current job does not provide her with a regular income. 2 _____

She felt that her colleagues were being uncooperative on purpose. 3 _____

A project that she was working on did not turn out the way she expected. 4 _____

She admits to showing off the things she could afford to buy with her high salary. 5 _____

She accepted the job because of the benefits that were additional to the salary. 6 _____

She suggests that her young age meant she was unable to cope with a stressful situation. 7 _____

She was trying to find a way to leave the company before she received a promotion. 8 _____

The people she worked with could not relate to a decision she had made. 9 _____

She suggests a lack of money in her childhood made a high salary more desirable. 10 _____

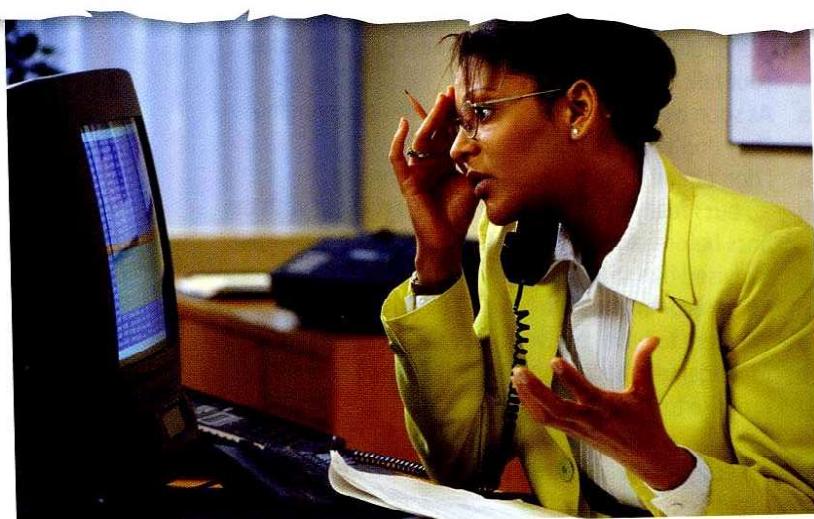
She believes that other people could have done her job equally well. 11 _____

She does not have any negative feelings towards the company she worked for. 12 _____

The feelings she had towards her promotion quickly changed. 13 _____

One of her qualities also disadvantaged her in a certain way. 14 _____

She wanted more freedom while she was still at a young age. 15 _____



The Fast Track to Burnout

An increasing number of young executives are giving up their corporate positions after experiencing an overload of pressure and dissatisfaction with what they imagined would be a dream career. Kate Martins talks to four young people who turned their backs on high salaries and even higher expectations. Here's how to beat it.

A Tanya Burrows bears no grudge towards the corporation that rewarded her with five promotions within the same number of years. 'At twenty-seven, I was able to buy my own luxury apartment,' she says. 'For that reason I'll always be grateful to them.' Tanya admits that the high salary that came with each promotion was irresistible. 'We weren't poor but I don't think my parents ever bought anything that wasn't secondhand. That definitely played a role in my motivation. When someone's saying you can negotiate your own salary, it's hard to say no.' So what changed for Tanya? 'Honestly, I got sick of the materialism. I got sucked in too at first – you'd make sure other people knew what designer labels you were wearing; that they could see your cell phone was top of the range ... but it just wore thin for me.' Tanya decided to quit and pursue her real passion for photography. 'It doesn't offer much financial security as you don't know when you'll get your next contract, but I get to work in far more inspiring environments,' she says.

B Lily Tan left university with an MBA distinction and was quickly snapped up by a major retail chain. In just five years she achieved a senior management position and after receiving news of the promotion she was elated. 'I rang round just about everyone I could think of,' she laughs. 'But the next day I felt nothing. I had no inclination to get out of bed and face the constant pressure.' Despite her sudden disillusionment, she continued to persevere and was the brains behind a new strategy. 'Everyone seemed to be in favour of it at the planning stage,' she says. But during the implementation stage, unforeseen problems arose and eventually the strategy was abandoned. Lily's next performance appraisal gave her a really low rating which she found devastating. The whole experience was quite traumatizing and I was too emotionally immature to deal with it.' It wasn't long before Lily left and set up her own recruitment company which is now flourishing. She still regrets her discovery that there is no such thing as team spirit when one of the members makes a mistake.

C Jane Dawson graduated top of her class in a Bachelor of Business (Finance) degree and was offered a contract by three major investment companies. She accepted the one that was offering perks such as free tickets to major sporting events and a flash company

car. Just like the three other young high-flyers in these interviews, Jane's potential for leadership was quickly noted and she found herself promoted to team leader within six months. But, exceptionally, in her case, she had already been looking for an escape route. 'Sure it was good money but the hours were ridiculous. I felt I should have been carefree at that age but the burden of responsibility was enormous. I felt trapped.' Despite the fact that she'd been elevated to senior analyst, Jane still felt anonymous within the giant corporation. 'It was a real feeling of being the small cog in a big machine. Nothing I did really mattered.' She forced herself to stay on for another year, but then nervously asked for a sabbatical. To her amazement, her department head agreed. 'I guess they knew I'd reached burnout and didn't want to lose me altogether – but there were plenty of workmates perfectly able to step into my shoes,' she admits. She spent the year travelling and working on community projects in developing countries. By the time Jane was due to return, she knew she was in the wrong job. She applied to work for an aid organization, where she says 'At last I feel I'm doing something worthwhile.'

D Natalie Copeland was signed up to work for a leading PR consultancy. She admits to being a perfectionist, an attribute which saw her rise through the ranks in no time. 'It's a weakness, too,' she says. 'It can mean that you're reluctant to delegate and end up with the pressure of doing it all yourself.' For the first few years, however, she had no problem with overtime and her performance appraisals were almost always flawless. But Natalie feels she committed 'career-suicide' by opting to getting married and have a child at twenty-five. 'My colleagues seemed utterly mystified and tried to talk me out of it.' And on her return to work Natalie felt instant resentment towards her. 'I had to leave promptly at the end of the working day to take care of my daughter Anita but would come in an hour early and work through my lunch hour. It made no difference,' she explains. 'They simply alienated me.' By this she means that workmates were reluctant to update her on recent developments and withheld vital information on new projects. With little support from her seniors either, and refusing to compromise her time with her family, Natalie handed in her notice and now works for a smaller PR company offering flexi-time.



Reacting to the text

Do you sympathize with any of the four young executives? Why/why not?

Imagine you were a young executive. How would you feel about and react to:

- your colleagues showing off their wealth and possessions.
- a poor performance appraisal that you think is unfair.
- working much longer hours than most people you know.
- being excluded by people in your department.

Use of English:

CAE Part 4

Gapped sentences

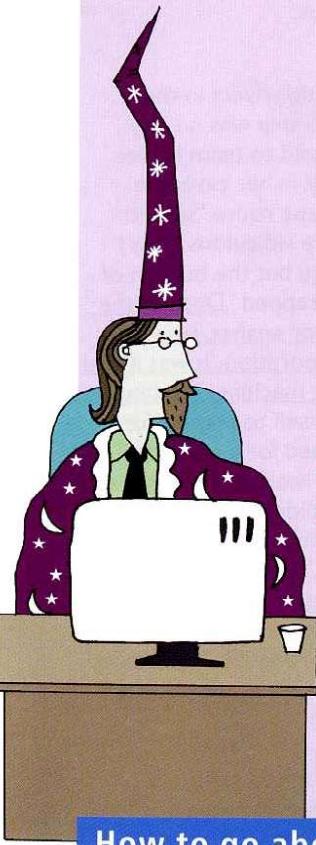
- 1 In 1–8, complete each of the collocations with a noun from the box.

favour	role	ranks	pressure	notice	grudge	position	contract
--------	------	-------	----------	--------	--------	----------	----------

- 1 to bear someone a _____ (A)
- 2 to play a _____ (A)
- 3 to achieve a (management) _____ (B)
- 4 to face _____ (B)
- 5 to be in _____ of something (B)
- 6 to be offered a _____ (C)
- 7 to rise through the _____ (D)
- 8 to hand in your _____ (D)

Check your answers in the reading text on page 53. The letters in brackets refer to the sections in which the collocations can be found.

- 2 Use context to work out the meanings of the collocations in exercise 1.
- 3 For questions 1–5, think of one word only which can be used appropriately in all three sentences. All the words are either nouns or verbs from the collocations in exercise 1. Here is an example (0).
- 0 We don't take much notice of the dress code at work and we tend to wear what we like.
I just saw the manager putting up a notice advertising for a part-time sales assistant.
You didn't happen to notice where I put that file, did you?



How to go about it

- Read all three sentences before you think of a possible word because:
 - (a) this may prevent you from choosing a word that fits correctly in the first sentence but does not work in the second and/or third.
 - (b) even if you have no idea what could go in the first sentence, you may be sure of the answer in the second or third.
- The word must have the same form – but could function, for example, as a noun, a verb, or an adjective, eg *a light / to light / light (adj)*

- 1 Karen's in a higher _____ than me at work so I don't feel I can criticize her.

Your sales figures have fallen so you're in no _____ to ask for a higher salary.

What's the company's _____ on hiring people without a suitable degree?

- 2 The characters in her novels _____ a strong resemblance to those in the *Harry Potter* series.
When you prepare your CV, _____ in mind that it should be informative but also concise.
I can't _____ the thought of taking on any more responsibility!
- 3 You need to _____ the fact that Bettina doesn't want to go out with you anymore!
The team will be attempting to climb the north _____ of the mountain today. She was looking the other way so I asked her to turn round and _____ me.
- 4 The thing I like about our boss is that he never shows _____ to anyone – he treats us all the same.
If our clients want to postpone the meeting, the delay might actually work in our _____.
Thanks for answering my calls this morning – I owe you a _____.
- 5 The number of people leaving the nursing profession is on the _____ again. The people were starving and had no choice but to _____ against the government.
In stunned silence, he watched his students _____ one by one from their seats and walk out of the room in protest.

Listening 2:

CAE Part 2

Sentence completion

- 1 Too much to do and not enough time to do it.' To what extent does this apply to you? How well do you organize your time?
- 2 1.16 You will hear part of a talk by time management expert David Markham. For questions 1–8, complete the sentences.

Don't forget!

- Read through all the questions and predict the type of information required.

David says that the key to good time management is 1.
 It's important to have 2 expectations of what we can achieve.
 David warns that 3 can prevent us achieving what we set out to do.
 He recommends giving priority to 4 if we feel overwhelmed.
 David advises against always trying to 5 in our work.
 Housework requires the same 6 that we need to exercise at work.
 David suggests we should reserve time for those pursuits we find 7.
 He says it is a mistake to think of the 8 as a form of relaxation.

- 3 Do you manage 'to achieve the right balance between work and relaxation'?

Vocabulary: Time

- 1 Complete each gap in these extracts from the listening with a word from the box.

against	aside	for	for	in	off	up
---------	-------	-----	-----	----	-----	----

- 1 ... what you hope to achieve the time available.
 2 ... you have to phone in sick and **take time** work.
 3 ... if **time is** you, if you're **pressed** time, don't worry if what you produce is less than wonderful.
 4 ... what we all work for is to **make time** ourselves, to **free** time for the things we really want to do ...
 5 It's essential to **set** enough time to pursue your interests ...

- 2 The following words can all be used before the noun **time**. Add a word from the box to the appropriate group **a-f**, then discuss the possible context in which you might expect to use or hear the collocations.

half	flying	harvest	prime	record-breaking	sale	spare
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Example:

free leisure spare

You could use free time, leisure time and spare time when talking about what you do when you're not studying or working.

a kick-off	injury	<hr/>
b qualifying	winning	<hr/>
c arrival	departure	<hr/>
d peak viewing	off-peak viewing	<hr/>
e opening	closing	<hr/>
f sowing	milking	<hr/>

- 3 Choose three of the collocations from exercise 2 and write a sentence for each, leaving a gap where the collocate of **time** should be. Then show your sentences to your partner who will try to guess the missing word(s).

Example

United scored the winning goal in the last minute of _____ time.

[Answer: injury]

Writing 2:

CAE Part 2

Character reference

- 1** The formal sentences in Section C on page 51 of this unit are all extracts from character references. Look at each one again and decide if it makes a positive or negative comment on the applicant.
- 2** Read the following character reference which was provided for Lara Goodrich's job application on page 49 of this unit. How strong are her chances of getting the job advertised on that page?

To whom it may concern

Lara Goodrich

As the manager of a local branch of the Excel Insurance Company I have known and worked with Lara Goodrich for nearly six years. During this short time she has progressed from her initial job as trainee secretary to her current position as office manager.

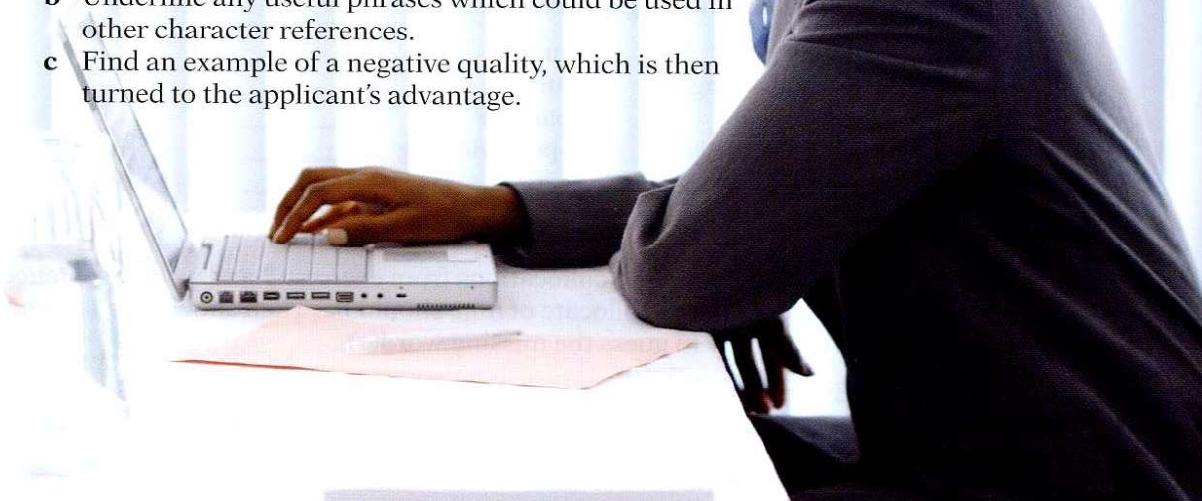
At each stage in her career here Lara has shown great enthusiasm for her work and has always managed to combine a friendly, outgoing nature with a dedicated, professional approach. Her willingness to respond to circumstances and work extra hours if required has been a major asset to the company.

She is at all times very approachable and enjoys the affection and respect of office colleagues and members of the sales team alike. She is also extremely adept at dealing with difficult customers. She can be sensitive to criticism and does have a tendency to take things to heart. However, this is a mark of her perfectionism, which generally manifests itself as a positive attribute.

Indeed, her ability to work accurately and with attention to detail is one of her greatest strengths, particularly in this field of work. She has excellent organizational skills and has been responsible for planning my own business trips, as well as making travel arrangements for visitors from other branches and I Head Officc. Naturally, with her experience she is familiar with all aspects of office work, and quickly assimilates new developments.

For these reasons I am confident that Lara has the right qualities for this job and have no hesitation in supporting her application.

- 3**
 - a** How has the character reference been organized? Summarize the content of each paragraph.
 - b** Underline any useful phrases which could be used in other character references.
 - c** Find an example of a negative quality, which is then turned to the applicant's advantage.



- 4 a** Here is some useful language for character references. For each group of five words or phrases decide which word or phrase is different in some way from the others in the group.

Example: 1 'stubborn' is the only negative word in the group

1 have a/an	helpful sensitive easy-going stubborn determined	nature
2 show great	potential reluctance dedication ability patience	
3 lack develop display possess show	the right personal qualities	
4 have a (strong) tendency to	be domineering lose one's temper become ill worry over detail avoid responsibility	
5 have/develop	advanced excellent outstanding poor the necessary	skills
6 adopt a/an	cautious energetic enthusiastic slapdash positive	approach to one's work

- b** Arrange the adjectives of personality in section B on page 211 into two groups, positive and negative.

- 5** Read the following Part 2 writing task.

A friend of yours has applied for a job as a local guide for a London-based holiday company, which specializes in tours in your country for elderly British people. You have been asked to write a character reference for your friend, commenting on his or her previous experience, relevant knowledge and any personal qualities which might be useful for the job.

Write your **character reference** in **220–260** words.

How to go about it

- Make a list of the personal qualities, knowledge and experience that someone doing this job should have. Consider giving your friend a more negative attribute, as in the model, to add authenticity to the reference.
- Plan your answer to the question, organizing your ideas into suitable paragraphs.
- Write your answer using some of the language you have seen in this section.

4 Review

Word combinations

For sentences 1–10, underline the correct alternative.

- 1 The day after his lottery win George *left out/handed in/gave up/put through* his notice at work.
- 2 The reason I've never hired a babysitter is that I couldn't *bear/support/agree/approve* the thought of leaving Sammy alone with a complete stranger.
- 3 I'm sorry, I can't deal with it now – I'm a little *delayed/pressed/late/short* for time.
- 4 None of the TV stations here put educational programmes on at peak *showing/sighting/seeing/viewing* times.
- 5 You should *give/find/set/keep* aside at least half an hour a week to read an English newspaper or magazine.
- 6 Write on the other side of the paper if you can't fit everything into the space *free/spare/available/providing*.
- 7 I was most impressed by his *way/tendency/ability/capacity* of thinking and expressing himself.
- 8 I *hate/avoid/admit/can't* help to say it, but I thought it was a terrible film.
- 9 Sarah has made *combined/predetermined/great/wide* efforts to catch up with the work she missed during her long absence.
- 10 We offer excellent promotion prospects and you will be given *every/much/great/all* opportunity to progress in your career.

Gerunds and infinitives

For 1–8, complete each of the gaps with the correct form of the verb in brackets.

- 1 I really don't feel at all like _____ (go) out tonight, so it's no use _____ (try) _____ (get) me _____ (go) clubbing with you.
- 2 As soon as I stopped _____ (smoke), I started _____ (eat) more.
- 3 I couldn't help _____ (notice) you were wearing Gucci shoes. I hope you don't mind me _____ (ask), but how much were they?
- 4 I'll try _____ (not/keep) you for too long. I wouldn't like you _____ (think) I was wasting your time.
- 5 We really do appreciate you _____ (give) up your valuable time _____ (come) and _____ (talk) to us today, Mr Wilson.
- 6 I distinctly remember Steve _____ (agree) _____ (help) us with the move today. He either forgot _____ (set) his alarm, or he's found something better _____ (do).
- 7 The police made several unsuccessful attempts _____ (enter) the building, and even firefighters had difficulty _____ (cut) through the thick metal door.
- 8 He recommended me _____ (claim) compensation for unfair dismissal, but he suggested _____ (seek) legal advice first.

Use of English:

CAE Part 5

Key word transformations

For questions 1–8, complete the second sentence so that it has a similar meaning to the first sentence, using the word given. **Do not change the word given.** You must use between **three** and **six** words, including the word given. Here is an example (0).

- 0 I felt that no-one in the office really wanted to tell me how the new software programme worked.

RELUCTANT

I felt that everyone in the office *was reluctant to explain* to me how the new software programme worked.

In this exercise, all of the target language can be found in the article *The Fast Track to Burnout*.

How to go about it

- Match the key information in the lead-in sentence with the information in the second sentence. Then decide what information is still missing from the second sentence – and how the key word can supply this.
- It is important to be accurate. For example, if the key word is a verb, you need to remember if it takes a preposition, and whether it is followed by the gerund or infinitive. If the key word is a noun, you may need to think of the verb that collocates with it.

Don't forget!

- Do not change the word given in capital letters.
- Write between three and six words.

- 1 My boss doesn't mind what time I start or finish work.

DIFFERENCE

It _____ what time I start or finish work.

- 2 It was Jane who came up with the idea for the sales promotion.

BRAINS

Jane _____ the sales promotion.

- 3 It's true that I like to work on tasks by myself.

BEING

I _____ a person who prefers to work alone.

- 4 Yesterday I informed my boss in writing that I would be leaving the company.

NOTICE

I _____ to my boss yesterday.

- 5 The day after I lost my job, I did not feel like getting out of bed.

INCLINATION

I _____ out of bed the day after losing my job.

- 6 It won't be easy for anyone to take over John's job when he retires.

SHOES

When John retires, it will be difficult for anyone _____.

- 7 The idea of flexi-time seemed to be popular with most of our senior managers.

FAVOUR

Most of our senior managers seemed _____ flexi-time.

- 8 Team spirit no longer exists after one member of a team makes a mistake,

SUCH

Once one member of a team makes a mistake there _____ as team spirit.