

The selection and ¹³ staff is the responsibility of the human ¹⁴ department. They carry out interviews after looking at the suitability of all the applicants, looking at their ¹⁵ and making a short list of candidates to interview. This department is also responsible for the ¹⁶ and welfare of staff. If the company is in financial ¹⁷ and has to cut back on its staff and make people ¹⁸, they are also responsible for dealing with this.

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|-------------------|---------------|---------------|------------------|
| 13 A finding | B recruitment | C advertising | D choice |
| 14 A personnel | B awareness | C personal | D resources |
| 15 A photographs | B portfolios | C CVs | D referees |
| 16 A instruction | B training | C education | D induction |
| 17 A difficulties | B hardships | C dilemmas | D embarrassments |
| 18 A idle | B jobless | C redundant | D unemployed |

14.2 Collocations: verb phrases VOCABULARY DEVELOPMENT

A 1 Which of the following things *break*? And which can *change*?

waves traffic lights a boy's voice a storm the weather your mood day

2 Which of the following things can you *break*? And which can you *change*? (Some can be used with either verb, with different meanings.)

a promise a world record an appointment a tablecloth crockery direction
gear money someone's heart the bed or the sheets a habit the ice the law
the news to someone the silence the subject trains your arm your clothes
your leg your mind your shoes

And in what circumstances might you break or change each of them?

B Which of the following things can you *follow*? And which can you *lose*? (Some can be used with either verb, with different meanings.)

an argument a line of argument a route or directions a story trade or profession
advice or instructions someone's example or their lead an idea control over something
face heart a football team a football match interest in something
the fashion or a trend the thread of a story track of something weight your job
your nerve your temper your voice if you have a cold your way or bearings

And in what circumstances might you follow or lose each of them?

C Fill the gaps in these sentences with suitable words from the list below, changing the form of the verb as necessary.

- Can I you a favour? I'd like you to me a hand with this heavy package.
- If you want to a bank account, they may ask you to references.
- I'd like to the order which I last week – I've my mind about wanting it.
- Always careful attention to what the interviewer says. You should answer clearly but there's no need to your voice above the normal level. Don't reply too quickly: give yourself time to your thoughts.
- When he me the chocolates, I couldn't the temptation to them even though I was trying to weight.
- Although she a very busy life, her own business, she tries to a balance between the demands of her work and her private life.
- She tried to light on the situation by our attention to the fact that we would have to the costs of the scheme.
- No one any objection when we the decision to the next meeting on Sunday.

accept ask bear cancel change collect draw hold lead lend lift lose
offer open pay place raise reach resist run strike supply throw

This section deals with only a small portion of a vast topic. The only way to learn collocations of this kind is by reading and listening carefully – and by referring to a dictionary to check up when necessary.