

1 Choose the correct word.

- 1 We've arranged / *developed* a meeting for next Monday.
- 2 I *handled* / *calculated* that it would take me a year to save enough money to buy a new computer.
- 3 I've *dealt* / *managed* with the problem, and it's all OK now.
- 4 It takes a few days to *deliver* / *organise* a parcel to another country.
- 5 The company is spending a lot of money on *dealing* / *developing* new products.
- 6 You *handled* / *calculated* that difficult situation very well.
- 7 I need to wait for this program to *install* / *develop* on my phone.
- 8 Let's *manage* / *organise* a meeting for next week.

2 Match the sentence halves.

- 1 My laptop is faster now, because I've installed B
- 2 My mother manages -----
- 3 I'm trying to organise -----
- 4 My brother's company produces -----
- 5 I'd like to run my own -----
- 6 I need to -----

- A a party for my 21st birthday.
 B the new software.
 C company one day.
 D update my phone soon.
 E about 30 people in her company.
 F electronic parts for computers.

3 Cross out the word that is not possible in each pair.

- 1 *install* / ~~*manage*~~ software
- 2 *calculate* / *run* figures
- 3 *manage* / *arrange* a company
- 4 *install* / *manage* people
- 5 *deliver* / *run* goods
- 6 *deal with* / *deliver* a problem
- 7 *arrange* / *update* a meeting

4 Complete the sentences with *as* or *like*.

- 1 It looks like it's going to rain.
- 2 My sister works as a doctor.
- 3 This company is known as one of the best in the world.
- 4 I'd like to work in a job where I can be creative, as a film director.
- 5 I'm just like my brother. We both hate working in offices.
- 6 You look as if you're sad. What's wrong?

- 7 I enjoy doing things as reading and watching TV in my spare time.

- 8 I'd like to look after animals as a job.

5 Choose the correct options.

If you want to work ¹ as a teacher, you should know that it can be a ² stressful job. You have to be able to ³ deal with people, often in large groups, and ⁴ manage a classroom. You have to ⁵ deliver problems nearly every day, and ⁶ handle interesting, educational lessons, and ⁷ update new information and ideas so that students can easily understand. ⁸ Unless only teaching about 25 hours a week, you still have to plan each lesson and mark homework, often in the evenings. It can be absolutely ⁹ tiring.
¹⁰ Despite all this, teaching can be a great job.
¹¹ Everyone remembers a great teacher that they had, and teaching can have a long-lasting effect on someone's life. And, of course, teaching is known ¹² as a job with long holidays, especially in the summer.

- | | |
|------------------|--------------|
| 1 A <u>as</u> | B like |
| 2 A professional | B stressful |
| 3 A deal | B handle |
| 4 A manage | B produce |
| 5 A deliver | B handle |
| 6 A deliver | B update |
| 7 A announce | B explain |
| 8 A Despite | B Unless |
| 9 A tiring | B exhausting |
| 10 A Instead | B Despite |
| 11 A Everyone | B Anyone |
| 12 A as | B like |

1

- 1 *arranged*
- 2 *calculated*
- 3 *dealt*
- 4 *deliver*
- 5 *developing*
- 6 *handled*
- 7 *install*
- 8 *organise*

2

- 1 *B*
- 2 *E*
- 3 *A*
- 4 *F*
- 5 *C*
- 6 *D*

3

The following words should be crossed out:

- 1 *manage*
- 2 *run*
- 3 *arrange*
- 4 *install*
- 5 *run*
- 6 *deliver*
- 7 *update*

4

- 1 *like*
- 2 *as*
- 3 *as*
- 4 *like*
- 5 *like*
- 6 *like*
- 7 *like*
- 8 *as*

5

- 1 *A*
- 2 *B*
- 3 *A*
- 4 *A*
- 5 *B*
- 6 *A*
- 7 *B*
- 8 *A*
- 9 *B*
- 10 *B*
- 11 *A*
- 12 *A*