



B2.3 UNIT 6

EXERCISE 1 A) Complete the sentences using *myself/yourself, etc.* + the following verbs (in the correct form):

blame	burn	enjoy	express	hurt	introduce	put
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1. Steve _____ to the other guests at the party.
2. Bill fell down some steps, but fortunately he didn't _____.
3. It isn't Sue's fault. She really shouldn't _____.
4. Please try and understand how I feel. _____ in my position.
5. The children had a great time at the beach. They really _____.
6. Be careful! That pan is very hot. Don't _____.
7. Sometimes I can't say exactly what I mean. I wish I could _____ better.

B) Put in *myself/yourself/ourselves etc. or me/you/us etc.*

1. Julia had a great holiday. She enjoyed _____.
2. It's not my fault. You can't blame _____.
3. What I did was really bad. I'm ashamed of _____.
4. We've got a problem. I hope you can help _____.
5. 'Can I take another biscuit?' 'Of course. Help _____!'
6. You must meet Sarah. I'll introduce _____ to her.
7. Don't worry about us. We can look after _____.
8. I gave them a key to our house so that they could let _____ in.
9. I didn't want anybody to see the letters, so I burned _____.

C) Complete the sentences with *-selves* or *each other*.

1. How long have you and Bill known _____?
2. If people work too hard, they can make _____ ill.
3. I need you and you need me. We need _____.
4. In Britain friends often give _____ presents at Christmas.
5. Some people are very selfish. They only think of _____.
6. Tracy and I don't see _____ very often these days.
7. We couldn't get back into the house. We had locked _____ out.
8. They've had an argument. They're not speaking to _____ at the moment.
9. We'd never met before, so we introduced _____ to _____.

EXERCISE 2 Read the report and choose the best letter – A, B, C or D – for each gap.

REPORT ON STAFF SURVEY

Introduction

The aim of this report is to summarise points which have **(1)** _____ from our recent staff survey about changes in working **(2)** _____.

Reasons for changes

Staff (3)_____ represents a major cost in our company. It involves (4)_____ recruitment processes and staff training. We hope that by (5)_____ these changes, we will increase staff retention, motivation and efficiency.

Opinions of staff

A large (6)_____ of our staff (three-quarters) asked for flexible working hours. Several people complained about their journey to work. They stated that they (7)_____ commuting at (8)_____ times stressful and time-consuming.

A (9)_____ number of our employees (29 %) told me that career breaks would be attractive for them. One (10)_____ of staff explained to me that he had always wanted to travel round the world, and that he would like to return to his job (11)_____.

A smaller percentage have (12)_____ optional part-time working. These are generally people with young children. Several employees asked me if we could (13)_____ their pre-school children with on-site nursery care.

Recommendations

I believe we should go (14)_____ with these changes because staff generally agree with them and because employees can choose whether to (15)_____ advantage of the changes or not.

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|----|----------------|----------------|----------------|---------------|
| 1 | A. arisen | B. raised | C. rose | D. risen |
| 2 | A. ways | B. routines | C. practices | D. approaches |
| 3 | A. renewal | B. turnover | C. changeover | D. switchover |
| 4 | A. pricey | B. valuable | C. extravagant | D. costly |
| 5 | A. introducing | B. causing | C. doing | D. adding |
| 6 | A. variety | B. quantity | C. proportion | D. range |
| 7 | A. suffered | B. experienced | C. found | D. discovered |
| 8 | A. top | B. high | C. key | D. peak |
| 9 | A. big | B. significant | C. important | D. minority |
| 10 | A. worker | B. member | C. colleague | D. partner |
| 11 | A. next | B. after | C. following | D. afterwards |
| 12 | A. asked | B. requested | C. demanded | D. wanted |
| 13 | A. locate | B. give | C. provide | D. serve |
| 14 | A. forward | B. on | C. ahead | D. up |
| 15 | A. take | B. make | C. do | D. have |

EXERCISE 3

A) Match the following phrasal verbs related to work and career with their definitions:

1. Get ahead	a) When a company dismisses its workers because there is no work for them or because the company has financial problems.
2. Take on something	b) Start doing a job or being responsible for something that someone else can do it instead.
3. Fill somebody in	c) Give somebody the information they need in order to do something.
4. Stand down	d) Begin to employ somebody.
5. Take somebody on	e) Arrange for something to happen on a particular date, knowing the arrangement might be changed later.
6. Take over	f) Do or complete something, especially something important.
7. Carry out	g) Be successful in your job.
8. Step down	h) Work as a group in order to achieve something.
9. Hand over	i) Leave your job, especially so that someone else can do it.
10. Pencil something in	j) Accept a particular job or responsibility.
11. Knock off	k) Give someone else responsibility or control.
12. Lay off	l) Stop working, usually at the end of a day.
13. Pull together	m) Leave an important job or official position so that someone else can do it instead.

B) Answer these questions about your own working life, using full sentences. (If you don't work, make up your answers):

1. What kind of tasks do you have to carry out each day?
2. At what time do you knock off each day?
3. Do you know anyone who has ever been laid off? Why were they laid off?
4. What qualities do you think you need to get ahead in the job that you do?
5. What did you do to get taken on for the job that you now have?