

B2.3 UNIT 9

EXERCISE 1 Choose the best option **a,b,c** or **d** for each gap.

A love of travelling

For Nigel Portman, his love of travelling began with what's 1 _____ as 'gap year'. Like many other British teenagers, he chose to take a year out before 2 _____ his degree. After taking a summer job to 3 _____ some money, he left home to acquire some life experience in different cultures, visiting America and Asia. The more adventurous the young person, the 4 _____ the challenge they are likely to 5 _____ during the gap year, and for some, like Nigel, it can 6 _____ in a thirst for adventure.

Now that his university course has 7 _____ to an end, Nigel is just about to leave on a three-year trip that will take him 8 _____ around the world. What's more, he plans to make the whole journey using only means of transport which are 9 _____ by natural energy. In other words, he'll be 10 _____ mostly on bicycles and his own legs; and when there's an ocean to cross, he won't be taking a 11 _____ cut by climbing aboard a plane, he'll be joining the crew of a sailing ship 12 _____. As well as doing some mountain climbing and other outdoor pursuits along the way, Nigel hopes to pass 13 _____ to the people he meets the environmental message that lies 14 _____ the whole idea.

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|-----------------|------------------|--------------|------------------|
| 1. a) referred | b) called | c) known | d) named |
| 2. a) taking up | b) settling down | c) starting | d) going on |
| 3. a) win | b) gain | c) earn | d) save |
| 4. a) greater | b) wider | c) heavier | d) crazier |
| 5. a) realize | b) undertake | c) set | d) search |
| 6. a) result | b) cause | c) end | d) develop |
| 7. a) reached | b) come | c) resulted | d) achieved |
| 8. a) all | b) completely | c) just | d) eventually |
| 9. a) charged | b) moved | c) conducted | d) powered |
| 10. a) using | b) relying | c) focusing | d) concentrating |
| 11. a) short | b) quick | c) fast | d) easy |
| 12. a) however | b) instead | c) anyway | d) thus |
| 13. a) away | b) on | c) forward | d) through |
| 14. a) before | b) behind | c) around | d) after |

EXERCISE 2 Complete the following sentences with **all**, **all of**, **all the**, **the whole**, **whole**, **each** or **every**. In one case more than one option is possible.

1. Who made this mess? I can't stand this confusion!
2.time you call him you make things worse.
3. I've readarticle and I couldn't find the information I was looking for.
4. I really like your friends. they are easy-going.
5. Please make sure you throw outthe garbage.
6. One more time Tom and Mary had an argument, and they started insultingother.
7. Come on, Pete! You havetime in the world to find a better job!
8. He had prepared three different dishes and they said thatof them was special!
9. A new president came and he destroyed the.....team.
10. You must explainsingle word you said!

EXERCISE 3 Provide a word for each space in the following text.

Holidays and productivity at work

Work productivity tends to suffer during holiday periods. 1)..... it's impossible to avoid the holidays altogether as a business leader, there are some proven methods to keeping a good efficiency at work.

The key is to have realistic expectations while still demanding a high quality of output. You shouldn't work your team into the ground, but you can create an environment where social obligations aren't ignored.

One of the best things you can do in order to reach this objective is to map out holiday vacation time 2) advance. It is known that many employees save up their vacation time 3)the end of the year, so to spend at 4) one week at home with their families, or traveling to meet with loved ones. This is their prerogative; after all, they have the vacation time for a reason. Still, a business leader has 5)obligation to allow all his or her employees to leave during the week after Christmas en masse, turning the office 6)a ghost town.

Before the holiday season gets into full swing, make 7)clear that you expect a certain number of team members to be present each day that your office is open. This sets 8)expectations upfront and alerts everyone to more efficiently make decisions 9) how and when they can use vacation or personal days. In the end, everyone can get a little time 10)without the company suffering.

You should also try to be careful when it comes 11)the possibility of working from home because there can be too many distractions for the worker, but still you may give them this opportunity in the case that the worker has already demonstrated that they are able to work successfully from home.

However, you don't have to forget that holidays are a time 12) celebration, so don't forget to organize a workplace celebration, otherwise you may bring your employees down!

EXERCISE 4

Write an essay talking about the important things we need when going on holidays.