

# 9 WORK

## PAGES 80–81

### draw up /drɔː 'ʌp/ Phrasal verb

if you *draw up* an official document, you write it

Collocates: draw up a contract/document

*I draw up all the contracts and deal with any contractual issues | she finished drawing up the guidelines for the new project | a detailed policy document was drawn up*

### dump /dʌmp/ Verb

if you *dump* something somewhere, you put it there for a while in a quick or careless way

*just dump your stuff down here for the moment | he'd dumped all the dirty washing on the bed | she dumped her bag on the floor and ran into the garden | can I dump my suitcase here?*

### eager /'i:gə(r)/ Adjective

someone who is *eager* is very keen to do something or have something

Collocates: eager to do something

*I was so eager to start work that I got there an hour early | he was always helpful and eager to please | I was eager for more news about their travels | the students were eager to learn and easy to get to know | he seemed eager to get back to work*

Adverb: *eagerly* | Noun: *eagerness*

*they are waiting eagerly for the release of the next Star Wars film | the children were eagerly looking forward to Christmas | he listened quietly, but with eagerness | I knocked over a vase in my eagerness to get to the door*

### input /'ɪnpʊt/ Verb

to *input* information into a computer means to put it in there, for example by using a keyboard

*I have to input information into the database | the team in the next office are inputting sales orders | once we've input the revised figures, we'll get an idea of how much profit we've made*

Noun: *input*

*each page has fields which require input | the input data had been corrupted*

### invoice /'ɪnvɔɪs/ Noun

an *invoice* is a document which lists goods or services that have been supplied and says how much you have to pay for them

Collocates: issue an invoice | submit an invoice | pay an invoice

*invoices are now issued electronically | payment is due seven days after the date of invoice | please make sure the invoice number is included in all correspondence | I submitted my invoice six weeks ago and they still haven't paid me | we still have too many unpaid invoices*

Verb: *invoice*

*we will invoice you at the end of the month | you will be invoiced in Euros, not dollars*

### liaise /li'eɪz/ Verb

to *liaise* with someone in a different department or organisation means to communicate with them and share information so that you can both work more effectively

Collocates: liaise closely/directly (with someone)

*I liaise closely with the design team throughout the project | you should liaise directly with the Paris office | the successful candidate will liaise with staff at all levels, so good communication skills are required | they liaised regularly with the local council*

Noun: *liaison*

*she's our press liaison officer (the person whose job is to liaise with the press) | the bank holds regular liaison meetings with local businesses*

### place /pleɪs/ Verb

when you make an arrangement for something to be done, such as ordering goods or having an advertisement appear in a publication, you *place* an order, *place* an advertisement, etc.

*I want to place an ad in next month's magazine | you can place your order online | he placed a bet on the result of the World Cup final*

### ropes /rəʊps/ Noun plural

the *ropes* are all the things you need to know to be able to do a new job or work in a new place

Collocates: show someone the ropes | learn the ropes | know the ropes

*this is Jenny; she'll show you the ropes | I've only been here a week so I'm still learning the ropes | working here is quite good fun once you know the ropes*

### schedule /'ʃedju:l/ Verb

a *schedule* is a list of activities and the time when they will all happen. If you *schedule* something, you arrange for it to happen at a particular time

Collocates: schedule a meeting/appointment | schedule a time/date

*shall I schedule a meeting for tomorrow? | I've just emailed them to schedule a time for the video call | she's got three appointments scheduled for the afternoon | we need to schedule a date for the next press conference*

Noun: *schedule*

Collocates: a busy schedule | a tight schedule

*I've got a busy schedule tomorrow, but I could see you for 10 minutes at 8 o'clock | I'm worried that the schedule is too tight (there are too many things to do in too short a time) | the project is two months behind schedule (things are happening later than they are meant to)*

### settle in /set(ə)l 'ɪn/ Phrasal verb

when you *settle in*, you become comfortable in a new place or job and feel that you belong there

*they're all very friendly here and I'm sure you'll settle in quickly | it was my first time away from home and it took a while to settle in | once you're settled in, you'll never want to leave*

**spot** /spɒt/ Noun

a spot is a particular place

*we'll find you a spot later | this would be a good spot for a picnic | the farmhouse occupied a lovely spot on the side of the valley*

**temperamental** /,temprə'ment(ə)/ Adjective

someone who is *temperamental* is likely to lose their temper suddenly and unexpectedly. *Temperamental* machines or systems don't always work properly or in the way that they are expected to

*the photocopier is a bit temperamental | he was not as temperamental as his father had been | his temperamental reaction to the news was quite unexpected | the weather is rather temperamental at this time of year*

Noun: *temperament*

*in a fit of temperament (having suddenly become angry), he threw his golf club in the lake*

**tender loving care** /tendə(r) lʌvɪŋ 'keə(r)/ Noun uncount

*tender loving care* is gentle, kind, and sympathetic treatment that you show someone or something. *Tender loving care* is often spoken and written as *TLC*

*the copier has a tendency to jam if you don't treat it with tender loving care | he's very upset and in need of a bit of tender loving care | with a bit of TLC we should get another year or two out of the car | thanks to all that TLC, the apple tree gave us more fruit this year than ever before*

**troubleshoot** /'trʌb(ə)lʃu:t/ Verb

if you *troubleshoot* a problem, you find out exactly what is causing the problem and then you fix it

*I troubleshoot any problems with the computer system | if you ring the helpdesk, they will troubleshoot the issue for you | we can now troubleshoot issues from a central location in the UK | I tried to troubleshoot the problem using the FAQ but I couldn't do it*

Noun: *troubleshooter* | Noun: *troubleshooting*

*he took on the job of being the company's international troubleshooter | students will learn basic troubleshooting techniques*

## PAGES 82–83

**admiration** /,ædmə'reɪʃ(ə)n/ Noun uncount

*admiration* is a feeling of respect and liking for someone or for something they have achieved

*I enjoyed the admiration while it lasted | I have a lot of admiration for the work he's done | he has expressed admiration for several of the performances | she felt a grudging admiration for the old lady (she admired her, but didn't want to admit it)*

Verb: *admire* | Adjective: *admiring* | Adverb: *admiringly* | Adjective: *admirable* | Adverb: *admirably*

*the two actors admired each other's work greatly | her novels were admired by readers on both sides of the*

*Atlantic | he looked at her with an admiring glance | he looked round admiringly at the furniture and the books | her courage was admirable | he coped admirably with a very difficult situation*

**blissfully** /'blɪsf(ə)li/ Adverb

*bliss* is a feeling of great happiness. When you feel like that, you are *blissful*. When you want to emphasise how happy someone is, you can say they are *blissfully* happy

Collocates: *blissfully* happy

*I'm blissfully happy in my new job | it was blissfully quiet after the children had gone to bed | life on the island was blissfully simple and carefree*

Noun: *bliss* | Adjective: *blissful*

Collocates: *sheer/pure* bliss

*the first few months living in Rome were pure bliss | wedded bliss (the happiness of being married to someone you love) | we spent a blissful week travelling around the south of France*

**commit** /kə'mɪt/ Verb

if you *commit* to something, you say that you will definitely do it or spend a lot of your time on it

Collocates: *commit* to something | *commit* yourself to something

*they paid for me to do an MBA in return for me committing to the company afterwards | when he came back from Thailand he committed himself to finishing his degree course*

Adjective: *committed*

Collocates: *committed* to (doing) something

*our company is committed to producing high quality, low cost bicycles | the only thing he was really committed to was football*

**conspiracy** /kən'spɪrəsi/ Noun

a *conspiracy* is a secret, organised plan by a group of people to do something wrong or illegal

Collocates: *conspiracy* to do something | a *conspiracy* theory

*security forces uncovered a conspiracy to assassinate the prime minister | he was charged with conspiracy to commit robbery | a conspiracy theory (a belief held by a few people that there is a particular conspiracy even though most other people don't believe it) | conspiracy theorists still claim Kennedy was killed by the CIA | a conspiracy of silence (when several people refuse to say anything about a particular subject which ought to be discussed in public)*

Verb: *conspire* | Noun: *conspirator*

Collocates: *conspire* to do something | *conspire* against someone

*they conspired to rob the largest bank in Italy | several of his closest colleagues conspired against him | Guy Fawkes was only one of several conspirators involved in the plot to blow up Parliament | twenty conspirators were arrested and jailed*

**drain** /dreɪn/ Verb

if your energy or strength *drains* or if something *drains* it, you start to feel tired

*my vitality drained away | hours of swimming had drained his strength more than he had expected*

Adjective: *drained* | Adjective: *draining*

*by the end of the meeting I felt totally drained (very tired) | teaching young children can be emotionally draining*

**drift** /drɪft/ Verb

if your mind *drifts* or *drifts off*, you start thinking about other things when you are meant to be concentrating on something else

*I spent hours drifting off into my own little world | the longer the speech went on, the further her mind drifted | I watched him in the meeting and you could see when his mind was drifting off*

**enthuse** /ɪn'θju:z/ Verb

if someone or something *enthuses* you, or if you are *enthused* by them, you feel very excited and impressed about something and are eager to be involved in it

*we had an English teacher who enthused and inspired us | not everyone was so enthused by the lecture | this is a book which will enthuse anyone with an interest in the future of the planet | they were all impressed and very enthused by what they saw that day*

Adjective: *enthusiastic* | Adverb: *enthusiastically* | Noun: *enthusiasm*

*as in London, the New York audiences were wildly enthusiastic | Tim was very enthusiastic about starting swimming lessons | the audience clapped enthusiastically | he spoke enthusiastically about the opportunities there would be in a new country | make sure you express your enthusiasm for the job at the end of the interview | she has a genuine enthusiasm for music*

**fiercely** /'fɪə(r)sli/ Adverb

you use *fiercely* to emphasise how strong or severe something is

*you have to be fiercely competitive to get ahead in business | the proposal was fiercely opposed by local residents | she was fiercely critical of the new government | they were fiercely independent children*

Adjective: *fierce*

*the president has come in for fierce criticism | competition between the two shops is fierce | when they played tennis, her sister was her fiercest rival*

**formality** /fɔ:(r)'mæləti/ Noun

if a process or action is a *formality*, it happens but it won't change anything because the result has already been decided

*with his backing for my request, the process was a formality (no one was going to object) | the interview was just a formality and they offered me the job on the spot | it has to be approved by the head of department, but that's just a formality in this case | the vote was a formality as there was only one candidate*

**hangover** /'hæŋ,əʊvə(r)/ Noun

if you have a *hangover*, you have a headache and feel ill because you drank too much alcohol the previous day

*two-thirds of young professionals have called in sick because of a hangover | the next day we both woke up with a bad hangover | I've never found an effective*

*hangover cure | if you drink lots of water before you go to bed you won't get a hangover*

Adjective: *hungover*

*he was too hungover to go into work that morning | she regularly went to work hungover*

**immensely** /ɪ'mensli/ Adverb

you use *immensely* to emphasise the strength of a particular quality

*nursing is immensely rewarding | conditions in the refugee camp were immensely difficult | getting my degree at the age of 30 was immensely satisfying | both girls were immensely talented musicians*

Adjective: *immense*

*this fact is of immense importance | the news came as an immense relief*

**inevitability** /ɪn,evɪtə'bɪləti/ Noun uncount

the *inevitability* of something is the fact that it will definitely happen

Collocates: an *inevitability* about something | the *inevitability* of something

*there was a depressing inevitability about his reaction | we shouldn't accept the inevitability of this state of affairs | he kept talking about the inevitability of death*

Adjective: *inevitable* | Adverb: *inevitably*

*by June 1939 everyone knew that war was inevitable | it was almost inevitable that he would lose the election | the arrest of two teachers inevitably appeared on the front page of the local newspaper | there will inevitably be disagreements in the course of the project*

**inherently** /ɪn'herəntli/ Adverb

an *inherent* quality is one that something naturally has and needs. Something that is *inherently* true is true because it involves an inherent quality

*IT is inherently interesting | boxing is an inherently violent sport | any investment on the stock market is inherently risky | nuclear physics is an inherently difficult subject to understand*

Adjective: *inherent*

*such dangers are inherent in contact sports such as rugby | this material has an inherent ability to absorb water*

**mind-numbing** /'maɪnd nʌmɪŋ/ Adjective

if you feel *numb*, you cannot think clearly because you are shocked, frightened, or very upset. Something that is *mind-numbing* is so boring that you cannot think.

*sitting through a two-hour speech was a mind-numbing experience | my first job in a factory was monotonous and mind-numbing | I was stuck in the most mind-numbing meeting imaginable*

Adverb: *mind-numbingly* | Adjective: *numb* | Verb: *numb* | Adjective: *numbed*

*most of his novels are mind-numbingly boring | the train rolled through some mind-numbingly dull landscape | when they told me she had died, I just went numb | we were all numbed by the news | I sat, numbed, in the waiting room*

**payroll** /ˈpeɪrɒl/ Noun

a company's *payroll* is the amount of money it spends on paying its workers. If someone is on the *payroll*, they are an employee of the company

*we've got over 200 people on the payroll | its annual payroll exceeds £200 million | half the people in this town are on the government payroll (working for a public service)*

**redundancy** /rɪˈdʌndənsi/ Noun

*redundancy* is when a company tells a worker he or she has to leave their job because they are no longer needed or because the company cannot afford to keep paying them. When this happens, the worker is made *redundant*

Collocates: voluntary redundancy | compulsory redundancy

*she got a good redundancy payment | they asked me if I wanted to take voluntary redundancy | management denied that there would be any more compulsory redundancies | another 30 redundancies were announced at their Manchester factory | unions feared there would be mass redundancies (a large number of people losing their job)*

Adjective: *redundant*

Collocates: make someone redundant

*50% of the workforce were made redundant | the company offered help in finding work for the redundant workers*

**remotely** /rɪˈməʊtli/ Adverb

if you say that something is not *remotely* interesting, funny, similar, etc., you mean that it is not at all interesting, funny, similar, etc.

*listening to golf on the radio is not even remotely interesting | I never thought clowns were remotely funny when I was a child | nothing remotely similar has happened for over 100 years | it doesn't sound remotely like her voice*

**screw** /skruː/ Verb

if someone *screws* you, they treat you badly and dishonestly and try to get money from you unfairly

*but I wasn't screwing the system – the system was screwing me | they screwed £100 out of me | record companies have always screwed the artists | it was only afterwards that we realised we'd been screwed*

**slump** /slʌmp/ Verb

if you *slump*, or if your head or shoulders are *slumped*, you sit or walk with your head down because you are tired or miserable

*I'd get home with my shoulders slumped and my mind numb | he slumped over the steering wheel | she slumped forward and nearly fell off the chair*

**small talk** /ˈsmɔːl tɔːk/ Noun uncount

*small talk* is polite conversation about unimportant things

Collocates: make small talk

*in the lift he tried to start some small talk | I was never very good at small talk | making small talk with George wasn't easy | OK – enough of the small talk. Let's get down to business*

**soul-destroying** /ˈsəʊl dɪˌstrɔɪɪŋ/ Adjective

something that is *soul-destroying* makes you very unhappy because it is very boring or because you know there is no point to it but you have to keep doing it

*doing nothing might seem fun at first, but in the end it's soul-destroying | every morning we'd have a soul-destroying progress meeting which just wasted the first hour of the day | there is nothing so soul-destroying as the daily one-hour commute on a crowded train into London*

**soul-searching** /ˈsəʊl sɜː(r)tʃɪŋ/ Noun

*soul-searching* is long and careful thought when you are trying to make a very important decision or trying to decide the right thing to do after things have gone wrong

*the shooting led to a lot of soul-searching and calls for restrictions on gun ownership | after much soul-searching, they both decided the marriage was over*

**technically** /ˈteknɪkli/ Adverb

if something is, for example, *technically* difficult or *technically* complicated, it needs very particular skills and abilities for someone to be able to do it

*the piano is a technically difficult instrument to play | gardening is technically demanding | the surgeon said the operation wasn't technically complicated*

Adjective: *technical*

*he has a lot of technical ability | she spent years learning the technical skills required of a world-class opera singer*

**under-** /ʌndə(r)/ Prefix

*under-* is added to some words to make other words that describe how there is not enough of something in a particular situation

*much of the workforce is under-employed (they do not have enough work to do) | under-employment happens because workers won't admit that they don't have enough to do | the animals were underfed (they did not have enough to eat) | a village in one of the most underdeveloped regions in the country*

Opposite – Prefix: *over-*

*I always overeat at Christmas | the figure of 70,000 is a serious overestimation*

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**absenteeism** /ˌæbs(ə)n'tiːɪz(ə)m/ Noun uncount

*absenteeism* is regular failure to be at work or at school

*we've launched a crackdown on absenteeism | absenteeism has become a big problem at the factory | there was a rise in absenteeism during the World Cup | we have a happy workforce with low rates of absenteeism*

Adjective: *absent* | Noun: *absence*

*three children in my class were absent yesterday | you've had a long absence so it will take you quite a while to catch up with the others*

**casualisation** /ˌkæʒʊəlaɪˈzeɪʃ(ə)n/ Noun uncount

*casualisation* of the workforce is when an employer doesn't use so many permanent staff and employs workers on short-term contracts

*the casualisation of the workforce | unions fought against casualisation of labour | employers were accused of having secret casualisation plans*

Verb: *casualise* | Adjective: *casualised* | Adjective: *casual*

Collocates: *casual labour/workers*

*unions have been fighting plans to casualise the workforce here | a casualised workforce | the new bridge was built using casual labour*

**compassionate leave** /kəm,pæʃ(ə)nət 'li:v/ Noun uncount  
*compassionate leave* is time off work that someone gets when a close relative is seriously ill or has died  
*when my father died I was granted two months' compassionate leave | he was allowed home from the army on compassionate leave | when he returned from compassionate leave he found that everything had changed*

**condemn** /kən'dem/ Verb  
if you *condemn* something, you say that you strongly disapprove of it and think it is bad or morally wrong  
*the government condemned the strike | politicians from all sides condemned the violence | of course we condemn any acts of terror | the killings were strongly condemned by the church*  
Noun: *condemnation*  
*the government's action provoked international condemnation | he expressed condemnation of all use of violence*

**crèche** /kreʃ/ Noun  
a *crèche* is a place where very young children are looked after while their parents are at work  
*we have a crèche at work where I can leave my daughter | the crèche opens at 8 in the morning | crèche facilities are available for a limited number of children*

**dip into** /dɪp 'ɪntu:/ Phrasal verb  
if you *dip into* a container, you put your hand in there in order to take something out  
*he decided to dip into a biscuit tin that he found in the office | she dipped into her handbag for her keys | I dipped into my briefcase and pulled out the photos | he dipped his hand into his pocket and brought out a five-pound note*

**dismissal** /dɪs'mɪs(ə)l/ Noun  
someone's *dismissal* is the fact of their being removed from their job  
Collocates: *unfair dismissal | constructive dismissal*  
*he won compensation for unfair dismissal | constructive dismissal (when an employer makes someone's conditions so bad that they feel they have to resign) | his dismissal came after three written warnings | such an offence would justify instant dismissal*  
Verb: *dismiss*  
*both employees were dismissed when the theft was uncovered | the employment tribunal ruled that he had been unfairly dismissed*

**duty** /'dju:ti/ Noun  
your *duties* are things that you have to do as part of your job  
Collocates: *fulfil/carry out your duties*  
*the union worried about members being unable to fulfil all their duties at that age | his duties included locking up at night | administrative duties are carried out by the team on the second floor | she reports for duty at 8 every morning*

**final straw** /faɪn(ə)l 'strɔ:/ Noun  
*straw* is dried stems of wheat or other plants. If you say that something is *the straw that broke the camel's back*, or is *the final straw*, you mean that it was the latest in a series of unfortunate events and it has finally caused you to become angry or upset about the situation  
*a straw hat | missing the last train was the final straw | the last straw was when they took my car away | I put up with a lot from them, but the straw that broke the camel's back came when they told me I was too old to go dancing with them*

**grant** /gra:nt/ Verb  
if someone in authority *grants* someone something, they give it to them or allow them to have it  
Collocates: *grant permission | grant a request*  
*I was granted two months' compassionate leave | the local council have granted permission for the building to be demolished | he granted several requests for interviews | the judge granted her a divorce on the grounds of her husband's unreasonable behaviour*

**labour** /'leɪbə(r)/ Noun uncount  
*labour* is hard physical work  
*forced labour (being made to do very hard physical work as a punishment) | it was hard manual labour (working with your hands) | the new machinery will save a lot of time and labour | he came home tired out by the labour of building a wall*  
Verb: *labour* | Noun: *labourer*  
*he laboured hard all day and managed to finish just before dark | my grandfather laboured in the fields all his working life | unskilled labourers | a farm labourer*

**mourn** /maʊ:(r)n/ Verb  
if you *mourn* someone who has died, you feel sad that they are dead and behave quietly and respectfully for a while  
Collocates: *mourn someone's death | mourn for someone*  
*she was widely mourned throughout Japan | following his death in 1965, the whole nation mourned | it was painful watching him mourn for his daughter | the family were left to mourn in private | the community mourned the loss of one its most popular characters*  
Noun: *mourning* | Noun: *mourner*  
*a week of national mourning was declared | the mourning period was extended to 21 days | a fleet of black cars brought mourners to the cemetery | mourners gathered by the graveside*

**perk** /pɜ:(r)k/ Noun

a *perk* is something that you get for free from your employer, for example free or cheap food, a car, or medical insurance

*we all get subsidised travel, which is a nice perk | other perks include free tea and coffee from the machine | the company's employees enjoy a number of perks*

**slavery** /'sleɪvəri/ Noun uncount

*slavery* is the system under which some people were bought as slaves, and were legally owned by the people who had bought them

*slavery was abolished in Britain in 1833 | the abolition of slavery | millions of people around the world are victims of slavery | domestic slavery (the use of slaves as servants in someone's home) | slavery continued on the island until about 1863*

Noun: *slave* | Verb: *enslave*

*prisoners were used as slave labour | ironically, the US constitution was written by slave owners | British companies were engaged in the slave trade (the buying and selling of slaves) | whole families were enslaved and sent to North America*

**stationery** /'steɪʃ(ə)n(ə)ri/ Noun uncount

*stationery* is paper, pens, envelopes and other things that are used for writing

*lots of people take stationery home from work | is there a stationery shop near here? | you'll find everything you need in the stationery cupboard | I just need some basic office stationery*

**statutory** /'stætʃʊt(ə)ri/ Adjective

*statutory* means relating to what must happen because of a law or rule

*the government have agreed to raise the statutory minimum wage | the council has a statutory duty to provide housing for homeless families | there is no statutory requirement to keep a record of such minor incidents | we get four weeks' statutory holiday a year*

**tribunal** /traɪ'bju:n(ə)/ Noun

a *tribunal* is a kind of court that has authority to make decisions about particular problems

Collocates: *employment/industrial/military tribunal*

*he took his employer to a tribunal and won compensation | an employment tribunal | the tribunal ruled that he had been unfairly dismissed | he took his case to an industrial tribunal (one that deals with employment rights)*

**PHRASES****show you the ropes:**

*the ropes* are all the things you need to know to be able to do a new job or work in a new place. If someone *shows you the ropes*, they tell you everything you need to know *there's a lot to learn in my new job, but Jenny has been showing me the ropes*

**beg the question:**

if you say that something *begs the question*, you mean that it makes someone want to ask a particular question *they didn't need graduates, which rather begs the question: why did they pay for me to do an MBA?*

**get the most out of:**

if you *get the most out of* something, you use it very effectively so that you achieve, acquire, or learn the greatest amount possible from it *get the most out of your museum visit by joining a guided tour*

**set the wheels in motion:**

if you *set the wheels in motion*, you do what is necessary to make a process or event start happening *her generous gift set the wheels in motion for the opening of a new theatre*

## EXERCISES

### PREPOSITIONS

**A Complete the sentences with the correct preposition. Look up the word in bold if you need help.**

- 1 They **liaised** regularly ..... the local council.
- 2 He **committed** himself ..... finishing his degree course.
- 3 It was painful watching him **mourn** ..... his daughter.
- 4 We've got over 200 people ..... the **payroll**.
- 5 He kept talking about the **inevitability** ..... death.
- 6 Tim was very **enthusiastic** ..... starting swimming lessons.

### WORD FAMILIES

**B Complete the expressions on the right with the correct form of the word in bold.**

- |                                  |                             |
|----------------------------------|-----------------------------|
| 1 <b>liaise</b> with customers   | a customer<br>..... officer |
| 2 a look of <b>admiration</b>    | an .....<br>glance          |
| 3 arrested for <b>conspiracy</b> | arrest three<br>.....       |
| 4 have a <b>hangover</b>         | feel .....                  |
| 5 voluntary <b>redundancy</b>    | be made<br>.....            |
| 6 <b>mourn</b> someone's death   | a week of<br>.....          |

**C Tick the words in the unit that are both a verb and a noun.**

- 1 dismiss .....
- 2 mourn .....
- 3 labour .....
- 4 condemn .....
- 5 schedule .....
- 6 invoice .....
- 7 troubleshoot .....
- 8 input .....

### PHRASES

**D Complete the phrases with the correct word from the box.**

question wheels most ropes straw

- 1 My co-workers showed me the ..... on my first day at work.
- 2 This begs the .....: do we need to hire more staff?
- 3 Let's schedule a meeting to set the ..... in motion.

- 4 We hired a tour guide to get the ..... out of our visit.
- 5 Missing the last train was the final .....

### COLLOCATIONS

**E Match the adverbs (1–6) with the adjectives (a–f) to make collocations. Look up the adverbs if you need help.**

- |                  |                |
|------------------|----------------|
| 1 fiercely       | a) happy       |
| 2 blissfully     | b) rewarding   |
| 3 immensely      | c) competitive |
| 4 inherently     | d) boring      |
| 5 mind-numbingly | e) complicated |
| 6 technically    | f) true        |

**F Circle the noun that DOESN'T collocate with the verb. Look up the verb if you need help.**

- 1 grant a request / a duty / permission / a divorce
- 2 schedule a meeting / appointment / date / spot
- 3 place an order / advertisement / advice
- 4 troubleshoot conspiracies / problems / issues
- 5 drain your energy / perks / strength / enthusiasm

**G Complete the missing adjectives. Look up the nouns if you need help.**

- 1 a m \_ \_ \_ \_ \_ y tribunal
- 2 c \_ \_ \_ \_ \_ \_ \_ \_ \_ e dismissal
- 3 v \_ \_ \_ \_ \_ \_ \_ \_ y redundancy
- 4 s \_ \_ \_ \_ r bliss
- 5 a t \_ \_ \_ \_ t schedule
- 6 n \_ \_ \_ \_ \_ \_ \_ l mourning

### PHRASAL VERBS

**H Complete the phrasal verbs with the correct word from the box.**

in off into up

- 1 I dipped ..... my briefcase and pulled out the photos.
- 2 You could see when his mind was drifting .....
- 3 Once you've settled ....., you'll never want to leave.
- 4 She finished drawing ..... the guidelines for the new project.