

# #ENGLISH

4

**WORKBOOK**  
Student's Book

**Jenny Dooley**



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#1

## EDUCATION

#READING

Tom's Blog

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Hey everyone. I'm Tom and I'm 14. I live in New York City and I go to a school called Quest to Learn, or Q2L. My school is not like other schools, so I'd like to tell you all about it.

At Q2L, we learn in a different way compared to other schools. Here, it's all about game-based learning! This means that instead of just reading books and trying to learn facts by heart, we also learn through experience. This week, for example, we're learning about Ancient Greece in history class. But instead of just reading about it, we're putting on a play and acting out the most important events of that time. This way, the lesson becomes more entertaining, and the information is much easier to remember. We also use some different words here at Q2L. For example, we call math class "Codeworlds" and assignments "quests". This might sound a little strange, but I think it's a great idea to think differently about learning. So, for us, homework isn't 'work that we have to do at home'; it's an adventure!

During the school day, we often get to choose our own activities. This helps us to learn more about our interests and ourselves. I think it's much better than studying a topic in a certain way just because our teacher says so. Instead, each student is free to learn in the way that suits them best. Personally, I like to play board games and do puzzles on the class computer to develop my problem-solving skills. I also enjoy reading the news and discussing world events with my teacher and then my parents when I come home. This helps me to get better at thinking in a critical way.

I'm in my second year at Q2L now, and I can't imagine going to school anywhere else. Here, I can learn in an enjoyable way every day! What about you guys? What kind of school do you go to? Leave a comment and let me know!

## 1 ★ Choose the correct title for the blog entry.

A Learn through play

B Entertainment at school

C The future of educational games

## 2 ★★ Read the blog entry and mark the sentences as T (True) or F (False).

- 1 Tom never memorises facts at school. ....
- 2 Tom has a role in the school play. ....
- 3 Tom never needs to do homework. ....
- 4 Q2L students can sometimes decide the activities they do. ....
- 5 Tom is a new student at Q2L. ....

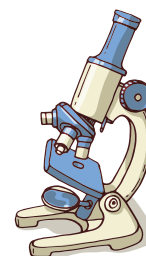
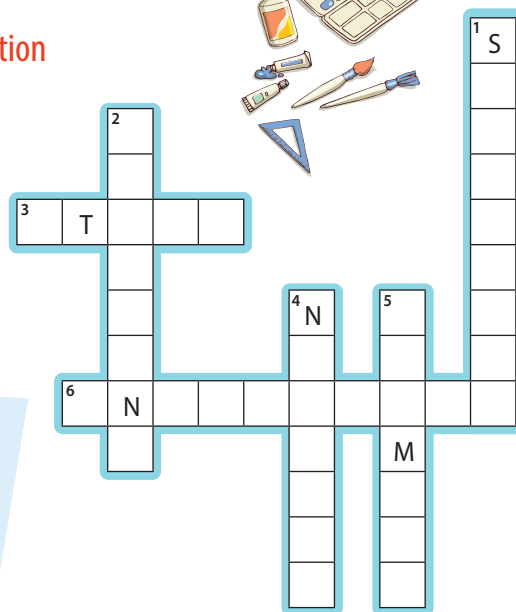
## 3 ★★★ Read the blog entry, and for each question, choose the correct answer (A, B or C).

- 1 What is special about Q2L?
  - A the location
  - B the students
  - C the classes
- 2 Tom says that acting out events from history
  - A is not as easy as learning from a book.
  - B helps him remember what he learns.
  - C is the best way to have fun in class.
- 3 How does Tom describe the way Q2L students talk about homework?
  - A funny
  - B unusual
  - C confusing
- 4 Who **DOESN'T** Tom talk about the news with?
  - A his classmates
  - B his teacher
  - C his parents
- 5 How does Tom feel about attending Q2L?
  - A He would like to move to another school.
  - B He feels happy to be there.
  - C He is not sure yet.

## #VOCABULARY

## Schools, School Subjects &amp; Education

## 1 ★ Complete the crossword.



## Across

- 3 This is a ..... school, so students don't have to pay fees to attend.  
6 Anna hopes to attend ..... and get a degree when she's older.

## Down

- 1 Daniel is 14 and goes to ..... school.  
2 James attends ..... school, so he lives there for most of the school year.  
4 My 3-year-old sister goes to ..... school from 9 to 12 every day.  
5 Most children finish ..... school at around 12 years of age.

## 2 ★★ Fill in pay, make, get, hand, fail, do or cheat.

- 1 Our teacher says that we must ..... attention in class.  
2 Remember to ..... in your science project on Friday.  
3 Students ..... detention when they behave badly in school.  
4 I need to study hard – I don't want to ..... the maths test next week!  
5 How long does it take to ..... your homework in the evenings?  
6 It's normal to ..... mistakes, but you should try to learn from them.  
7 It's a really bad idea to ..... in a test.

## 3 ★★★ Complete the bog comments with: get, cheat, boarding, university, primary, fail, do, make, pay, hand. Two words are extra.



John, 12:

I'm really enjoying my first year in secondary school. It's very different from the  
1) ..... school I attended last year. Of course, we have more homework to  
2) ....., but I don't mind. I always  
3) ..... in my work on time.



Anna, 15:

My school is great. It's a(n)  
4) ..... school, so I only go home during the school holidays. I study hard and I always  
5) ..... attention in class because I want to get good grades. I plan to go to  
6) ..... when I finish school and study architecture.



Oliver, 14:

I love my school. The teachers are not strict at all. For example, when a student doesn't behave well, they don't  
7) ..... detention! They just have a friendly chat with the headteacher. Our teachers say that we all  
8) ..... mistakes sometimes, but the important thing is that we learn from them!

## WE ASKED YOU ABOUT YOUR SCHOOL. HERE ARE YOUR ANSWERS

## #GRAMMAR

## Present simple – Present continuous – Stative verbs

## 1 ★ Choose the correct option.

- 1 What time **does your first class start/is your first class starting** tomorrow?
- 2 **Does Kevin want/Is Kevin wanting** to study at university next year?
- 3 Tom **talks always/is always talking** in class! His teachers get really angry with him.
- 4 **Is Jessie doing/Does Jessie do** her homework right now?
- 5 Paul's dad is a teacher and **works/is working** at a secondary school.
- 6 Olivia's teacher **seems/is seeming** very strict.
- 7 Students **attend/are attending** primary school before secondary school.
- 8 Our class **goes/is going** on a field trip next Monday.

## 2 ★★ Expand the prompts into complete sentences.

- 1 Rob/not attend/a boarding school.  
.....
- 2 you/sit/your final exams/next month?  
.....
- 3 Lisa/not know/anyone/at her new school.  
.....
- 4 Which/school subject/you/like/best?  
.....
- 5 Sam and Mark/work/at the local supermarket/this summer.  
.....
- 6 This school term/end/on Friday.  
.....

3 ★★★ Put the verbs in brackets into the *present simple* or the *present continuous*.

Jen Hey, what's up?

Hi Jen. I'm a bit stressed. I **1)** .....  
(study) very hard these days for my end-of-term exams.



Carla



Jen I see. Any plans for the weekend?

I **2)** ..... (meet) Laura at the sports centre on Saturday morning. Laura's mum **3)** ..... (work) there. We **4)** ..... (go) there every Saturday. **5)** ..... (you/want) to come with us?



Carla



Jen What **6)** .....  
(usually/do) there?

Swimming, but they **7)** .....  
(clean) the pool this week :( so we **8)** ..... (play) basketball instead.



Carla



Jen Cool! Who's the best player?

Well, Laura **9)** .....  
(always/tell) everyone that she's the best, but I **10)** ..... (think) I'm pretty good, too!



Carla



Jen Haha, I believe you. OK, then. See you on Saturday morning.

## #LISTENING

- 1 ★ 🎧 Listen to a voicemail about a 21st-century skills course and tick (✓) the skills that are mentioned.

- 1 ☐ creativity  
 2 ☐ organisation  
 3 ☐ communication  
 4 ☐ flexibility  
 5 ☐ teamwork  
 6 ☐ productivity



- 2 ★★ 🎧 Listen to a voicemail about 21st-century skills and complete the notes. Use up to three words in each gap.

- 1 The course is for teens that are finishing .....  
 2 The course takes place at the local job centre on .....  
 3 Classes focus on soft skills that can help teens in any .....  
 4 The instructors on the course are .....  
 5 After secondary school, George and Erica want to attend .....  
 6 Teens interested in the course must sign up on Friday before .....

- 3 ★★★ 🎧 Listen to a voicemail about 21st-century skills and mark the statements as T (True), F (False) or DS (Doesn't Say).

- 1 Erica is telling George about a course she is doing. ....  
 2 The course begins next week at a job centre. ....  
 3 The subject of the course is how to get a job. ....  
 4 The course instructors have years of experience. ....  
 5 Erica wants to get a job after secondary school. ....  
 6 Erica wants to sign up now. ....

## #EVERYDAY ENGLISH

## Asking for/Giving advice

- 1 ★ Put the sentences into the correct order (1-8) to make a dialogue asking for and giving advice.

- A ☐ Another idea is to practise your presentation in front of a friend or family member to get used to speaking to others.  
 B ☐ Excuse me, Ms Davis. Can I ask you for some advice?  
 C ☐ You're welcome, Tom.  
 D ☐ Have you thought about writing notes to use during the presentation? That way, you can easily remember what to say and feel less nervous.  
 E ☐ Of course, Tom. What is it?  
 F ☐ That's a good idea. What else can I do?  
 G ☐ That's great advice. Thanks, Ms Davis.  
 H ☐ Well, I'm giving a presentation in history class tomorrow, and I'm very nervous. What can I do?

## #GRAMMAR

## Comparisons

## 1 ★ Choose the correct option.

- 1 Algebra is a little **more difficult/most difficult** than geometry, in my opinion.
- 2 James doesn't study so hard **as/than** his classmates.
- 3 Our new teacher is **far/by far** more helpful than our old one.
- 4 The harder you try, the **best/better** you do at exams.
- 5 The course costs **less/least** if you book it online.
- 6 My friendship with Bob is growing stronger and **stronger/strongest**.

## 2 ★★ Read the article and choose the correct answer (A, B or C).



STEM subjects (Science, Technology, Engineering and Mathematics) are some of **1)** ..... subjects for students nowadays. But what is it that makes them useful? As computers, software and robots are developing **2)** ..... than ever before, technical skills are becoming more **3)** ..... necessary. STEM subjects also help young people to develop soft skills such as problem-solving and critical thinking skills, which are **4)** ..... the most important these days. Moreover, since STEM courses often involve project work, students can develop **5)** ..... time management and teamwork skills. Finally, because of technology, there is a **6)** ..... need for students with a STEM degree than ever before as there are **7)** ..... jobs in fields like software design, engineering and physics.

- |                        |                      |                  |
|------------------------|----------------------|------------------|
| 1 A the more important | B the most important | C more important |
| 2 A more quickly       | B most quickly       | C as quickly     |
| 3 A and much           | B and more           | C and most       |
| 4 A far                | B a bit              | C by far         |
| 5 A better             | B best               | C the best       |
| 6 A as great as        | B very great         | C far greater    |
| 7 A the more           | B a lot more         | C lot more       |

## 3 ★★★ Complete the second sentence so that it means the same as the first. Use two to five words including the word in bold.

- 1 The English course costs the same amount of money as the French course. **MUCH**  
The English course costs ..... the French course.
- 2 Greg is a bit taller than Nathan. **NOT**  
Nathan ..... Greg.
- 3 Rachel always finishes her homework more quickly than her classmates. **LESS**  
Rachel's classmates always finish their homework ..... she does.
- 4 Our history book is not as interesting as the others. **LEAST**  
Our history book ..... all.
- 5 I go to the library more regularly than George. **AS**  
George doesn't go to the library ..... me.
- 6 The number of students going to study in the USA is increasing. **AND**  
More ..... to study in the USA.

## #WRITING (an email giving advice)

1 ★ Read the email and put the paragraphs (A-D) in the correct order.

Hi Emma,

**A** Hope that this advice is helpful to you. Write back and let me know how it goes.

**B** 1) ..... to join the student council at your school. As a member of the school council, you can speak to your schoolmates and try to find solutions for any problems your school might have. 2) ..... this, you can certainly become a better leader.

**C** Thanks for your email. I'm happy to hear you want to develop your leadership skills. I know a lot of people say that good leaders are born with leadership skills, but I don't agree. Anyone can become a great leader, including you!

**D** 3) ..... also develop leaderships skills through extracurricular activities. 4) ....., I would try joining a sports team. There, you can be a good example for your teammates by showing determination and hard work. 5) ....., you can develop your leadership skills even more.

Good luck!

Stephen

2 ★★ Complete the gaps (1-5) in Ex. 1 with the following phrases. Two are extra.

- You could • Why don't you • I strongly advise you • If I were you • This means that
- If you do • In this way

3 ★★★ Read the email. Find and correct three grammar, three spelling and two punctuation mistakes.

Hi Ben,

Thanks for your email. I understand your problem. Time management skills is very difficult to develop. However, I think I can help?

First, why don't you organise your tasks into small peices? For instance, if your preparing for a test for school, start a revision plan a few days earlier. Read some pages every day and make a note of most important facts you need to remember. This way, revising for a test becomes much less stressful.

Another idea is to try a new activity who involves time management, like writting for your school newspaper. If you do this, you'll learn how to meet deadlines, and this will help you to develop time management skills, too. It's all about practice, really!

I hope you find this advice helpful, Let me know how it goes!

Best wishes,

Sam

## THE WORK-LIFE FORUM



ROSS

Hey everyone! I'm considering getting a part-time job for the first time. Have any of you got a part-time job? What's it like?



PAULA

1 I'm working at my parents' sports shop these days. My brother and I do this every year during the busy winter months. He usually works on the shop floor, helping people to find the products they're looking for, while I work behind the cash desk. It's not the most exciting job in the world, but I like meeting and speaking with new people every day.



SAM

2 I spend most of my weekends at the beach teaching teens how to ride the waves! I need to be very responsible to prevent accidents, though. Later this year, I'm starting university, and I intend to become a journalist when I finish my studies. For now, though, I'm enjoying my current job. It's much more relaxing, which is exactly what I want.



JO

3 I work with some kids in my neighbourhood to help them do their homework or study for exams. It's much more difficult than people think – you have to be very organised – but it can be fun, too. I get along well with all my students, and we often spend some time chatting and telling jokes. Of course, the best part is the money. It's a great feeling to be able to pay for things myself!

1 ★ Read the forum entries and match the people (1-3) to their jobs (A-E). There are two extra.

A surf coach

C shop assistant

E tutor

B cashier

D camp leader

2 ★★ Read the forum entries and mark the statements below as *T* (True), *F* (False) or *DS* (Doesn't Say).

- |                                                         |       |
|---------------------------------------------------------|-------|
| 1 Paula works for her parents.                          | ..... |
| 2 Paula's brother prefers working on the shop floor.    | ..... |
| 3 Sam works two days a week.                            | ..... |
| 4 Sam works with young people.                          | ..... |
| 5 Sam is studying journalism now.                       | ..... |
| 6 Jo helps kids with their English lessons.             | ..... |
| 7 Jo has a bad relationship with a few of her students. | ..... |
| 8 Jo isn't happy with her wages.                        | ..... |

3 ★★★ Read the forum entries. Which person, *P* (Paula), *S* (Sam) or *J* (Jo), ...

- |                                                     |       |
|-----------------------------------------------------|-------|
| 1 has to think about the safety of others?          | ..... |
| 2 only works during a certain time of the year?     | ..... |
| 3 has a job that is harder than it seems?           | ..... |
| 4 finds their job a bit boring?                     | ..... |
| 5 plans to complete higher education?               | ..... |
| 6 enjoys having a job with little stress?           | ..... |
| 7 feels more independent because they have a job?   | ..... |
| 8 needs to use time management skills in their job? | ..... |

## #VOCABULARY

### Jobs & Qualities – Work & Payment

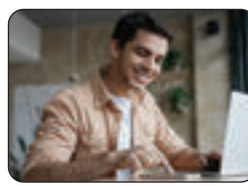
1 ★ Label the photos: *referee, swimming instructor, social media editor, camp leader.*



1 .....



2 .....



3 .....



4 .....

2 ★★ Choose the correct option.

- 1 It's common for people to **retire/resign** in their 60s.
- 2 The manager might **quit/fire** John for always coming to work late.
- 3 Clare plans to **apply/employ** for a part-time job at her local supermarket this summer.
- 4 Greg receives a much larger yearly **wage/salary** at his new job.
- 5 Do you get a **bonus/pay** when you perform well at work?
- 6 My grandfather doesn't work anymore, so he receives a(n) **pension/unemployment**.

3 ★★ What is each person like? Complete the descriptions with the words in the list below.

• experienced • fair • passionate • pleasant • reliable • sociable

- 1 Ms Peters treats all of her students the same; she's a(n) ..... teacher.
- 2 Jane is a(n) ..... person who's nice to everyone she meets.
- 3 Sonia is new at her job, so she's not very .....
- 4 If you need help with something, you can always depend on Tom. He's so ..... !
- 5 Fred is a ..... person who loves meeting new people.
- 6 Steve is really ..... about classical music; he never stops talking about it.

4 ★★★ Read the text and choose the correct answer (A, B or C).

### INTERESTED IN BECOMING A MARINE BIOLOGIST?

#### Here's what you need to know ...

Marine biologists study the plants and animals that live in the world's oceans and work in different parts of the world, including Australia's Great Barrier Reef. They usually receive very good **1)** ..... for their work, and it is not uncommon to get a small **2)** ..... for a job well done. Marine biologists need to have a university degree in biology. They also need to be **3)** ..... and work well with others because they often work in teams. If you are interested in becoming a marine biologist, you can **4)** ..... for jobs online or at universities that do research on marine biology. So, if you are **5)** ..... about working with sea life, this is a career that you can follow until you **6)** ..... !



- |                 |            |                |
|-----------------|------------|----------------|
| 1 A pay         | B pension  | C unemployment |
| 2 A wage        | B salary   | C bonus        |
| 3 A fair        | B sociable | C reliable     |
| 4 A apply       | B employ   | C fire         |
| 5 A experienced | B pleasant | C passionate   |
| 6 A resign      | B retire   | C quit         |

# #5

## SUCCESS STORY

### #VOCABULARY

#### Working life

- 1 ★ Read the definitions and complete the gaps with: *full-time, part-time, manual, well-paid, low-paid, permanent, temporary.*

- 1 a job that people have for a long time .....
- 2 a job that people do five days a week .....
- 3 a job that people earn a lot of money from doing .....
- 4 a job that people do with their hands .....
- 5 a job that people do for a short time .....
- 6 a job that people earn a small amount of money from doing .....
- 7 a job that people do for a few hours a day or a few days a week .....

- 2 ★★ Complete the sentences with: *leave, break, qualified, unskilled, employee, employer, reference, application.*

- 1 It's a good idea to take a(n) ..... from your screen every two hours.
- 2 Peter has a degree in business, so he's ..... for this job.
- 3 If you're ill, ask for sick ..... and stay at home until you feel better.
- 4 Are you a(n) ..... at a company or are you your own boss?
- 5 Amanda plans to ask her teacher for a(n) ..... when she looks for part-time work.
- 6 ..... workers usually earn less money than people with qualifications.
- 7 I'm interested in the job you advertise. Can I fill in a(n) ..... form, please?
- 8 Zack's ..... is a large international company.

- 3 ★★★ Use the words below to complete the job advertisement. There are two extra words.

• employer • temporary • full-time • employees • part-time • unskilled • application  
• reference • qualified • permanent

### Office Assistant Wanted

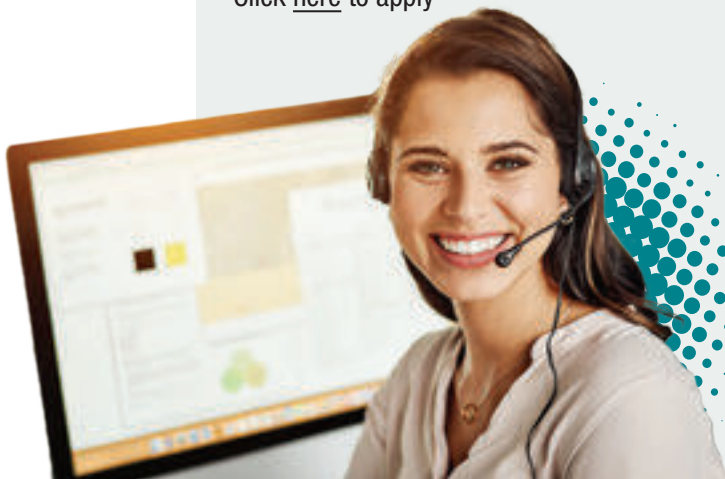
\$15-20 per hour

Monday-Wednesday

Click [here](#) to apply

#### Job details

- 🔗 This is a(n) 1) ..... job, working three days a week from 9-2.
- 🔗 After the first year, this 2) ..... position could become 3) .....
- 🔗 Experience is not essential, but we prefer 4) ..... candidates with good GCSEs or A-Levels.
- 🔗 We provide all new 5) ..... with training.
- 🔗 To apply, please complete the 6) ..... form and attach a letter of 7) ..... from your previous 8) .....



## #GRAMMAR

## Relative clauses

## 1 ★ Choose the correct option.

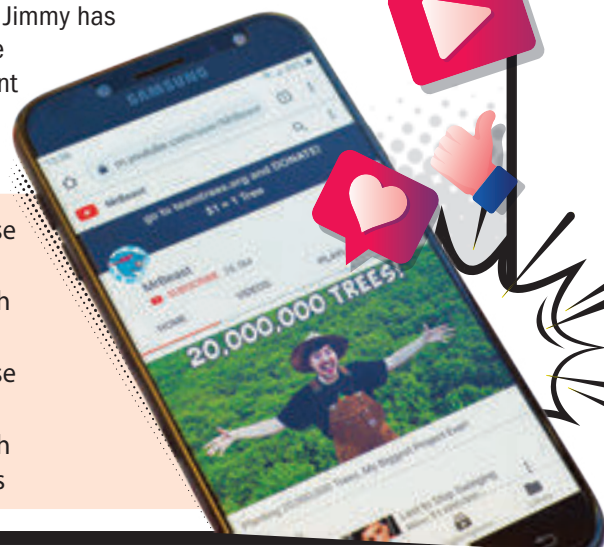
- 1 History, **that/which** is my favourite subject, is on Tuesday mornings.
- 2 Lily is the friend **that/which** I spend most time with at school.
- 3 Is May the month **when/where** secondary school students start their end-of-year exams?
- 4 A job centre is a place **when/where** unemployed people can get help finding work.
- 5 The job **where/that** Glen has doesn't pay a very high salary.
- 6 Jonathan, **who/that** writes for the school paper, wants to be a journalist.
- 7 Fiona isn't the only person in her class **who/which** has a part-time job.
- 8 Is the local mall the place **where/that** you meet your friends after school?

## 2 ★★ Read the article and choose the correct answer (A, B or C).

 Changing The World – One Video at a Time 

Jimmy Donaldson, also known as 'MrBeast', is an American YouTuber **1)** ..... is famous for his amazing videos. Jimmy, **2)** ..... main channel has over 153 million subscribers, uses his success to help others. He gives his own money, **3)** ..... he earns from YouTube, to people in need. The place **4)** ..... these people come from isn't important to Jimmy. He helps anyone who is homeless, hungry or unemployed – problems **5)** ..... affect millions every day. Jimmy has several channels **6)** ..... he posts videos of the events he organises. Each week, his fans wait anxiously for the moment **7)** ..... they can see a new video from MrBeast – the YouTuber **8)** ..... changing the world!

- |           |         |         |
|-----------|---------|---------|
| 1 A which | B who   | C whose |
| 2 A whose | B which | C that  |
| 3 A that  | B where | C which |
| 4 A where | B when  | C who   |
| 5 A which | B who   | C whose |
| 6 A which | B where | C that  |
| 7 A who   | B when  | C which |
| 8 A whose | B who   | C who's |



## 3 ★★★ Join the sentences using the relative pronoun/adverb in brackets. Put commas where necessary.

- 1 This is my backpack. I take it to school every day. (**which**)  
.....
- 2 Paul is the boy with red hair. He is sitting next to Tom. (**who**)  
.....
- 3 Jane is a secondary school student. Her photos are in the local newspaper. (**whose**)  
.....
- 4 That is the community centre. People attend night classes there. (**where**)  
.....
- 5 Kevin is starting an IT course. It takes place online. (**that**)  
.....
- 6 I'm taking you for an ice cream next Saturday. I get my first wage then. (**when**)  
.....

# #6

## PART-TIME JOBS

### #VOCABULARY

#### Character adjectives

#### 1 ★ Choose the correct option.

- 1 Mark wants to study biology because he is **outgoing/curious** about nature.
- 2 Erica is a(n) **ambitious/punctual** person who wants to be a successful businesswoman.
- 3 Students have to be **punctual/curious** and arrive at their classes on time.
- 4 Daniel is very **outgoing/responsible** so he makes new friends quite easily.
- 5 You can always trust Amy; she is very **ambitious/responsible**.

#### 2 ★★ Complete the descriptions of people with: *curious, ambitious, punctual, outgoing, responsible*.

- 1 Ian is never late for the school bus; he's very .....
- 2 Marie loves to learn about other countries; she's a(n) ..... person.
- 3 Amanda is very friendly and gets along well with everyone; she's very .....
- 4 You can always rely on Tom to do the right thing; he's a(n) ..... young man.
- 5 Laura wants to own her own company one day; she's extremely .....

#### 3 ★★★ Read the adverts and fill in: *curious, ambitious, suitable, punctual, fluent, outgoing, responsible*. There are two extra words.

#### RECEPTIONIST WANTED

We need a part-time receptionist for our small hostel. Must be  
1) ..... and friendly, so they can get along with people of all ages.



#### Part-time babysitter

Weekend work. We're looking for a 2) ..... young person who can take care of a 3-year-old child.

#### Cashier needed

We need a part-time cashier for our supermarket. Must be  
3) .....; arriving on time for scheduled shifts is very important.



#### Journalism course for teens

Are you a(n) 4) ..... young writer who is dreaming of becoming a journalist? Apply for a 3-month course and make your dream come true!

#### Tour guide wanted!

The Museum of Technology is looking for a part-time tour guide. It's the perfect job for 5) ..... young people who are interested in tech and who want to learn more about it!



## #WRITING (an email applying for a post)

1 ★ Read the email and choose the correct greeting/ending.

New message

A Dear Ms Green,                      B Hello Ms Green,                      C To Ms Green,

1) **This is about** the position of summer camp activity leader which is advertised in the local newspaper. 2) **I want to do this job.**  
 I am 18 years old, and I am currently studying to complete my A-Levels. I have a GCSE in Italian and French. I volunteer at my local community centre so 3) **I already work with kids and teens.** I am outgoing and sociable, as well as hardworking and responsible.  
 I think 4) **I'd be really good** as an activity leader at your summer camp. 5) **I'm sending** a copy of my CV and a letter of reference from the manager of my local community centre. I am available for interview at any time after 4 pm. 6) **I can't wait for** your reply.

D All the best,                      E Yours sincerely,                      F Yours faithfully,  
 Lucy Adams                      Lucy Adams                      Lucy

SEND

2 ★★ Read the email in Ex. 1 again and replace the phrases in bold with the appropriate ones from the list below.

- I would be suitable
- Please find attached
- I am writing with regard to
- I look forward to receiving
- I have experience working with young people.
- I would like to apply for this position.

- 1 .....  
 2 .....  
 3 .....  
 4 .....  
 5 .....  
 6 .....

3 ★★★ Read Oliver's CV. Use appropriate phrases (up to three words) to complete her email applying for a job.

CV

**Name:** Oliver Watson  
**Age:** 18  
**Contact details:** oliver\_w@mail.com  
**Education:** four A-Levels from Castletown Secondary School  
 Currently studying Maths at Castletown College  
**Skills:** excellent organisational and time management skills; a good level of French and Spanish  
**Experience:** six months working at the front desk of a local hostel  
**Qualities:** reliable, punctual and outgoing  
**Interests:** reading, sports and playing the piano  
**Reference:** available on request

Dear Sir/Madam,

I am writing to you to apply for the position of receptionist at your hotel. I feel I am a very suitable candidate for this job.

I am 18 years old, and I am studying Maths at Castletown College at present. I also have 1) ..... from Castletown Secondary School, and 2) ..... of experience working at the front desk of 3) ..... I am reliable and 4) ....., as well as outgoing.

I believe that I would be an excellent receptionist at your hotel. Please find attached a copy of my CV. References are 5) ..... I am available for an interview at any time after 3 pm, Monday to Friday. I look forward to hearing from you.

Yours faithfully,  
 Oliver Watson

# #1 Cracking the Language Code

## #WORDS OFTEN CONFUSED



1 Choose the correct option.

- 1 The average person spends about 1,795 hours at **job/work** each year!
- 2 Cristiano Ronaldo receives a larger yearly **wage/salary** than any other sports person – over \$136 million per year!
- 3 The UEFA Champions League has the biggest prize in world football. The team that gets the trophy **wins/earns** \$85 million.
- 4 Robots may start to **teach/learn** students in schools as early as 2027!



## #PHRASAL VERBS

2 Find the wrong word in the sentences below and replace it with the correct one.

- 1 In chemistry class, students have to carry over experiments. ....
- 2 Jason doesn't get against with Simon – they're always arguing. ....
- 3 Is it easy for you to keep in with all of your schoolwork? ....
- 4 The school must put down the sports day because of bad weather. ....
- 5 Do you know how to set out this new printer? ....



## #PREPOSITIONAL PHRASES

3 Fill in: *on* (x2), *at*, *up*, *to*.

- 1 According ..... Dan, working at the local museum is a lot of fun.
- 2 I expect to get ..... least 80% in today's maths test.
- 3 ..... average, teenagers spend more time online than adults do.
- 4 Is the information on your CV ..... to date?
- 5 Tanya isn't coming to work today because she's ..... holiday.



## #WORD FORMATION

4 Find eight jobs in the word search and use them to complete the sentences (1-8).

M	A	O	P	D	E	A	R	I	T	O	R	A
U	D	L	A	N	E	W	R	A	N	T	Y	S
S	I	L	C	K	A	S	L	T	G	Y	N	S
I	S	E	T	A	S	T	I	U	I	A	O	I
C	T	J	O	J	O	R	T	G	B	S	T	S
I	A	T	R	B	A	N	L	Y	N	R	T	T
A	T	E	A	C	H	E	R	N	D	E	Q	A
N	M	I	A	P	O	M	T	Y	E	A	R	N
S	U	V	J	O	U	R	N	A	L	I	S	T
I	N	S	T	R	U	C	T	O	R	A	N	T
F	I	N	L	I	S	T	Y	A	R	H	S	O

- 1 Jane loves painting and wants to be a(n) .....
- 2 Phoebe plays the guitar and would love to be a(n) ..... in a band.
- 3 Jamie dreams of a life on the stage as a(n) .....
- 4 Mark works part-time as a shop ..... at the mall.
- 5 I love working with young people; I hope to become a(n) ..... one day.
- 6 Lara writes articles for the school paper and dreams of becoming a(n) ..... in the future.
- 7 Kim has lessons every Friday at the local pool with a swimming .....
- 8 Alex loves computers and wants to be a website ..... in the future.

## #VOCABULARY

1 Choose the correct answer (A, B, C or D).

- 1 Tina goes to ..... school, so she only sees her family during the holidays.  
A nursery      B primary      C boarding      D secondary
- 2 Does Kevin usually ..... his homework right away after school?  
A make      B hand      C pay      D do
- 3 It's wrong to ..... in a test. Don't do it.  
A fail      B get      C cheat      D pay
- 4 The ..... is blowing his whistle because the match is over.  
A referee      B instructor      C editor      D tutor
- 5 Henry is a very ..... shop assistant, so customers always like speaking to him.  
A passionate      B experienced      C fair      D pleasant
- 6 When she turns 65, Ann plans to ..... and spend more time with her family.  
A resign      B employ      C fire      D retire
- 7 Eric doesn't get a large weekly ..... because he works part-time.  
A wage      B pension      C bonus      D pay
- 8 I have a ..... job, so I work from 9-5, Monday to Friday.  
A manual      B well-paid      C part-time      D full-time
- 9 How much sick ..... do you usually take in a year?  
A leave      B break      C salary      D application
- 10 David wants to become rich and famous – he's extremely .....  
A outgoing      B punctual      C responsible      D ambitious

## #GRAMMAR

2 Choose the correct answer (A, B, C or D).

- 1 Wendy is on a six-week course that ..... at the end of June.  
A finishes      B finish      C is finishing      D are finishing
- 2 Robert is a bit ..... than Julia.  
A oldest      B old      C older      D the oldest
- 3 Andy ..... really happy right now – I think he loves his new job!  
A seems      B seem      C are seeming      D is seeming
- 4 This is the laptop ..... I use for my job.  
A whose      B when      C which      D who
- 5 Ben ..... about studying in London next year.  
A think      B is thinking      C thinks      D thinking
- 6 Madison Avenue is the name of the street ..... Danielle's office is.  
A where      B which      C that      D who
- 7 The longer you work at the company, ..... you earn.  
A more      B most      C the most      D the more
- 8 Fiona ..... her job, so she plans to find a new one.  
A not like      B isn't liking      C don't like      D doesn't like
- 9 Jack is the office worker ..... desk is by the window.  
A who      B whose      C where      D which
- 10 Stephen is by far ..... for the job.  
A the most experienced      C most experienced  
B more experienced      D experienced

