

7 Complete each sentence (1–8) with a suitable ending (a–h). Use each ending once.

- 1 If you work hard, the company will give you .....d.....
- 2 In a different job I could get a higher .....
- 3 The best way to find new staff is to put a / an .....
- 4 Because he had stolen the money, we decided that .....
- 5 She has a pleasant personality but hasn't got the right .....
- 6 In the meeting we are going to discuss the .....
- 7 I think it would be a good idea to send in your .....
- 8 We cannot give you the job without .....

- a qualifications for a job of this kind.
- b advertisement in the local press on Friday.
- c application for the job as soon as possible.
- d promotion to a more responsible position.
- e references from your previous employer.
- f dismissing him was the only possible action we could take.
- g salary and better conditions of employment.
- h appointment of a new sales representative.

8 Use the word given in capitals at the end of each line to form a word that fits in the space in the same line.

*Leaving a job*

I recently left my job in an .. <i>advertising</i> .... agency	ADVERTISEMENT
after a disagreement with my boss. She accepted my	
(2) ..... but warned me that because of the	RESIGN
(3) ..... situation, I might have to get used to the	ECONOMY
idea of being (4) ..... for a while. I thought that she	EMPLOY
was trying to make a point, but after I had made over	
fifty (5) ..... to other companies, I realized that she	APPLY
was right. Although I am a (6) ..... designer, I	QUALIFICATIONS
didn't receive any offers of a job. After that I tried	
working from home, but it was not very (7) .....	PROFIT
Then I became an (8) ..... in a fast-food restaurant,	EMPLOY
even though my (9) ..... were extremely low.	EARN
I wish I had accepted early (10) ..... from my old job.	RETIRE
That is what I disagreed with my boss about!	