1. COMPLETE SENTENCES ***1 – 6*** WITH ENDINGS ***a – f****:*

***KEY***

**↓**

|  |  |
| --- | --- |
| 1. They are *laying off* 300 workers \_**F**\_ 2. She *turned down* the job offer \_\_**C**\_ 3. She has *set up* her own \_**D**\_\_ 4. Don’t forget to *put down* \_\_**E**\_ 5. Should I *fill in* this form \_**A**\_\_ 6. We generally *take on* extra staff \_**B**\_ | 1. by hand or should it be typed? 2. at Christmas when it’s busy. 3. because it involved working shifts. 4. import-export business. 5. the names of two referees. 6. because there aren’t enough orders. |

b) Match the phrasal verbs in *italics* in ex. 1 with the definitions below:

***KEY***

**↓**

1. establish / begin – SET UP
2. complete – FILL IN
3. include / write down – PUT DOWN
4. refuse – TURN DOWN
5. employ – TAKE ON
6. dismiss workers because there isn’t enough work – LAY OFF

***New Headway Upper-Intermediate, p. 44***

**Ex. 2 (p. 44)** **HOT VERBS – *TAKE / PUT***

Put the words in the right box:

|  |  |
| --- | --- |
| sb/sth for granted my arm round her my advice offence ages  somebody in charge of pressure on sb a stop to sth criticism part  a plan into practice his work first place no notice a risk | |
| ***TAKE*** | ***PUT*** |
| **KEY**  **↓**  **sb/sth for granted**  **my advice**  **offence**  **ages**  **criticism**  **part**  **place**  **no notice**  **a risk** | **KEY**  **↓**  **my arm round her**  **somebody in charge of**  **pressure on sb**  **a stop to sth**  **a plan into practice**  **his work first** |

(\*sb = somebody; sth = something)

**Ex. 3 (p. 44)** Complete the sentences with an expression with ***TAKE*** or ***PUT*** in the correct form:

**KEY**

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1. The wedding **took place** in an old country church. It was lovely, but it was miles away. It **took ages** to get there.
2. My son’s buying cigarettes, but I’ll soon **put a stop** to that. I won’t give him any more pocket money.
3. Please don’t **take offence**, but I don’t think your work has been up to your usual standard recently.
4. I told you that boy was no good for you. You should have **taken my advice** and had nothing to do with him.
5. The older you get, the more you have to learn to **take responsibility** for your own life.
6. My boss is **putting pressure on** me to resign, but I won’t go.
7. I tried to get the teacher’s attention, but she **took no notice** of me at all.
8. Children never say ‘Thank you’ or ‘How are you?’ to their parents. They just **take** them for **granted.**

**Ex. 4 (p. 44)** Match the lines in **A** and **B**. Underline the expressions with **TAKE** or **PUT**:

**KEY**

**↓**

1. Take your time**.** We’re not in a hurry.
2. The party’s on the 21st.Put it in your diary.
3. ‘I told her a joke about the French, and it turned out she was French’.‘Whoops! You really put your foot in it, didn’t you?”
4. Take it easy.Calm down**.** There’s no need to panic.
5. Put yourself in my shoes.What would you do?
6. You always take things too personally.Not everything is your fault.

**(p. 41)** *Read about* ***NEETS*** *(the facts and figures)*

|  |
| --- |
| *The term NEET is used to refer to people who are ‘Not in Employment, Education, or Training’. In the UK, NEETs are usually defined as being in the 16-24 age group. The UK figure is estimated to be 1,163,000 which is (5.1% / 8.1% / 15.1%) of this group. In the EU, for 15-29-year-olds, the rate is on average (10.4% / 15.4% / 20.4%), although there are huge differences across countries …* |

What do you think? How can young people get “from **NEET** (**N**ot in **E**mployment, **E**ducation, or **T**raining) to **EET** (**E**ducated, **E**mployed, and **T**rained)”?

Look at the list of possible solutions from around the world. Which of them would work the best? Why?

* military service / voluntary work
* apprenticeship
* one-to-one mentoring from a personal adviser
* free transport / books / access to IT
* grants for higher education
* help in setting up a small business
* school-based education with in-company training

**Complete the sentences by rearranging the letters in *CAPITALS* to form a word to do with *work*:**

**KEY**

↓

1. They sent me an APPLICATION form. **(PLITACAIOPN)**
2. They want two written REFERENCES; they suggest an employer and a teacher. **(EFEERRNCES)**
3. Well, they’ve invited me for an INTERVIEW next week. Can I borrow your suit? **(ITEWRVNIE)**
4. The job offers a SALARY of $25, 000 a year. **(SARAYL)**
5. His academic QUALIFICATIONS are good but he doesn’t have any previous EXPERIENCE. **(UALIIOFQCATISN / PEEERINCEX)**
6. Employers are interested in practical SKILLS like word-processing and fluency in languages. **(SLKLSI)**
7. In Britain, the normal working week for PART-time employees is anything up to eighteen hours a week, while people working FULL-time do around thirty-eight hours. **(PATR / LULF)**
8. Officially, she works thirty-five hours a week but sometimes with OVERTIME she does as many as fifty**. (VEOTIMRE)**