

# 9 Review and practice

- 1** Complete the text with the correct form of the verbs in brackets.

### What makes a great employer?

A great employer allows their employees (1) \_\_\_\_\_ (work) flexible hours and doesn't make them (2) \_\_\_\_\_ (do) too many hours over the week. In fact, the employer shouldn't let the employee (3) \_\_\_\_\_ (do) too much overtime. Employees should be made (4) \_\_\_\_\_ (take) proper holidays and allowed (5) \_\_\_\_\_ (take) time off sick when it is needed.

- 2** Complete the second sentence so it has the same meaning as the first.

- In my last job I wasn't allowed to make personal phone calls.  
My boss didn't let ...
- My boss also made me work weekends.  
I was ...
- I wasn't allowed to use the Internet.  
My boss didn't allow ...
- But when I was sick she allowed me to have as much time off as I needed.  
But when I was sick she let ...
- And she let me take my holiday when I wanted too.  
And she allowed ...

- 3** Report what Jim said yesterday.

- 'I've just started at Manchester University.'  
Jim said he ...
- 'I'm studying Engineering.'  
Jim told me ...
- 'I've made lots of new friends.'  
Jim told me ...
- 'We went to a fantastic concert last weekend.'  
Jim told me that they ...
- 'We're going to the Lake District at the weekend.'  
Jim told me that ...
- 'I'll call you tomorrow.'  
Jim said ...
- 'I went to a brilliant lecture this morning.'  
Jim said ...
- 'I live in a flat with three other students.'  
Jim told me ...
- 'We're having a party tonight.'  
Jim said ...

- 4** Report the questions.

- 'Do you know where the post office is?'  
She asked ...
- 'Where can I change some money?'  
He asked ...
- 'Have you been here before?'  
She asked ...
- 'What time did the meeting finish this morning?'  
He asked me ...
- 'Will you look after the plants for me?'  
She asked ...
- 'Did you go to the cinema last night?'  
They asked if we ...
- 'What time did you arrive?'  
She asked ...
- 'Are you meeting anyone here?'  
He asked ...

- 5** Complete the text using *had to*, *didn't have to*, *could*, *couldn't*, *were allowed* and *weren't allowed*.

Working from home has changed my life. Before, I (1) \_\_\_\_\_ be in my office by 9:00 a.m., but now I work when I want to. And I can wear whatever I like. I (2) \_\_\_\_\_ wear pyjamas in the office! In fact, we (3) \_\_\_\_\_ wear a suit, which I hated. Another good thing is that I don't have to travel. Before, I didn't use to get home before 8:00 p.m. because we (4) \_\_\_\_\_ to leave the office before 6:00 p.m. and I (5) \_\_\_\_\_ spend two hours a day travelling. Working at home is a bit lonely. In the past I used to talk to my colleagues in the office. Also, now I have to pay for computer software. Before, I (6) \_\_\_\_\_ buy anything. And if my computer goes wrong, I have to fix it. Before, I (7) \_\_\_\_\_ ask the IT technician to do it. And the Internet is very expensive too. In the office I didn't pay anything and we (8) \_\_\_\_\_ to use the Internet as much as we wanted. Now I have to pay for every minute!

- 6** Choose the correct words in *italics*.

- The workers are *confused/confusing* about the company's new rules.
- When I'm busy I always *delegate/persuade* some of the work to my colleagues.
- My job can be very *tired/tiring*.
- Eventually we *prioritised/persuaded* the boss to give us a pay rise.
- It was very *annoyed/annoying* when my computer stopped working.
- Accountancy is a job where you need to be very *creative/methodical*.
- A successful business executive doesn't necessarily need *good communication skills/formal qualifications*.
- I find swimming very *relaxed/relaxing*.