

## Step up your game



1 Rita used to have a terrible lifestyle, but now has changed her life completely. She got rid of most of her negative habits. Have a look at the situations and rewrite the sentences using *used to/not used to/did not use to* constructions.

1 She was a heavy smoker, but for the past three months, she has not had a single cigarette.

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2 Rita spent lots of money on useless products. Now she saves money to travel the world.

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3 She was not very sporty, but now, going for a run in the morning has become part of her daily routine.

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4 Rita did not meet her friends very often because she worked a lot. Now she has a better work-life balance.

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5 She never went hiking but now she enjoys fresh air and the beautiful towering mountain ranges of Austria at the weekend.

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6 Rita went to work by car but nowadays she cycles to work whenever the weather allows it.

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7 She also stopped complaining about situations she cannot change and has adopted a positive lifestyle.

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2 Have a look at the phrases to describe different skills and qualifications at the workplace. Fill in the missing letters to make a meaningful phrase. Then use the phrases in a sentence. The first one (0) has been done for you.

0 to be a fa st learner – *Tom is a fast learner because he easily learns new skills.*

1 to be a team p \_ \_ \_ \_ \_ – .....

.....

2 to be quick to u \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ – .....

.....

3 to be f \_ \_ \_ \_ \_ in English – .....

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4 to be h \_ \_ \_ \_ \_ motivated – .....

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5 to be good at l \_ \_ \_ \_ \_ groups – .....

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6 to have good computer s \_ \_ \_ \_ \_ – .....

.....

7 to be capable of i \_ \_ \_ \_ \_ \_ \_ \_ \_ work – .....

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Get into pairs. Your English-speaking friend is having a job interview. She is very nervous and asks you for useful pieces of advice. In your conversation you should

- give information on your experience with job interviews
- discuss the dos and don'ts in job interviews
- suggest appropriate attire for the interview.

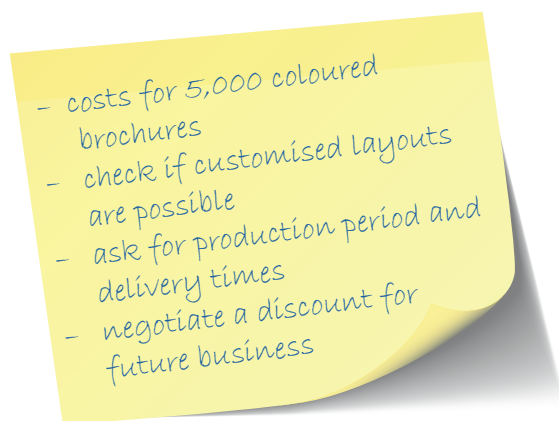
Speak for about five minutes. Use appropriate phrases for giving useful pieces of advice.



You are doing an internship at *Marcom*, a marketing company in Upper Austria. Your boss wants you to write an e-mail to *office@professionalprinting.com* to get more information on their services. In your business e-mail you should

- briefly introduce yourself and the company you work for
- give details on why you are writing (use the information from the note)
- ask for further information at the end of your e-mail.

Write about 180 words.



► Best Shots 3 – modular. HAK, Writing reference, p. 184)