

Step up your game

1 Complete the following sentences. Fill in an appropriate word / phrase from Box A in the first gap (A). Mind the tenses. Then fill in a verb from Box B in the second gap (B) to make meaningful gerund constructions.

Box A

to admit ■ to finish ■ to suggest ■ to enjoy ■ to stand / not ■ to consider ■ to appreciate

Box B

to leave ■ to receive ■ to work ■ to be ■ to delegate ■ to fix ■ to focus

- 1** He ^A ^B at the firm anymore because he had had some troubles.
- 2** The CEO ^A ^B a memo with the latest news each day.
- 3** Laura ^A ^B the light on in the office.
- 4** In the last meeting, they ^A ^B on social media marketing.
- 5** I really hope that they ^A ^B the AC tomorrow.
- 6** Our new head of department needs to ^A ^B tasks to his colleagues.
- 7** Sarah ^A ^B the employee of the month right now.

2 Finish the sentences with your own ideas using the past perfect tense simple or past perfect tense continuous. Then get into pairs and compare your results.

- 1** When I arrived home, the burglars
- 2** Before they posted the news, Tom
- 3** By the time the train left, I
- 4** By noon, Mona
- 5** When the clock stroke twelve, the Millers
- 6** Before the storm arrived, we



3 You have decided to apply for an internship abroad and write an e-mail of application. In your e-mail of application you should

- introduce yourself and your educational background briefly
- highlight your strengths and qualities that make you the perfect candidate
- explain how you would benefit from the job experience.

Use the phrases from the Language Box in Best Shots 3 – modular. HAK, page 42. Write about 250 words.

(► Best Shots 3 – modular. HAK, Writing reference, p. 190)





In your mini-practice firm you are currently developing a business plan for an app that makes applying for jobs easier. At the moment, your partner school from China is visiting and they are interested in your idea.

In your presentation you should

- outline different ways to apply for jobs
- describe common pitfalls in the application process
- highlight what your app does and what makes it special (Input 1).

Input 1

automated grammar correction ■ location based job search ■ video tips for job interviews ■
application photo feature ■ online form to fill in skills / education ■ video CV feature

Talk for about four minutes. Use the phrases for giving a presentation from Best Shots 3 – modular. HAK, page 34.