Job Collocations and Workplace Phrases

B1-PLUS · Vocabulary · WORKSHEET

Name: _____ Date: _____

1. Choose the best answer.

Choose the best answer.

1. Choose.
   Choices: apply for a job / make a job / do a job application for

   Answer: _____

2. Choose.
   Choices: give a presentation / do a presentation / say a presentation

   Answer: _____

3. Choose.
   Choices: meet a deadline / arrive a deadline / do a deadline

   Answer: _____

4. Choose.
   Choices: take a day off / make a day off / have off a day

   Answer: _____

2. Complete the sentence.

Write one or two words.

1. I want to ___ for a job at the hospital.

2. She has to ___ a presentation on Monday.

3. We can’t ___ the deadline without more help.

4. He needs to ___ a decision soon.

3. Your turn.

Write your own answers.

1. Write a sentence with meet a deadline.

3. Your turn. (continued)

2. Write a sentence with take a day off.

3. Write a sentence with give a presentation.