

VOCABULARY

1 Match the words and definitions.

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|--------------|----------------------------|---|
| 1 apprentice | a <input type="checkbox"/> | a person undergoing training for a particular job or profession |
| 2 graduate | b <input type="checkbox"/> | a person learning a trade from a skilled employer |
| 3 intern | c <input type="checkbox"/> | a person who has successfully completed a course of study or training |
| 4 mentor | d <input type="checkbox"/> | a student or trainee who works, to gain work experience |
| 5 trainee | e <input type="checkbox"/> | a university or college teacher who supervises assigned students |
| 6 tutor | f <input type="checkbox"/> | an experienced person who trains new employees or students |

2 Match these words with their synonyms.

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|------------|----------------------------|-------------|
| 1 diploma | a <input type="checkbox"/> | equipment |
| 2 entitled | b <input type="checkbox"/> | lecture |
| 3 kit | c <input type="checkbox"/> | skill |
| 4 excused | d <input type="checkbox"/> | register |
| 5 charge | e <input type="checkbox"/> | certificate |
| 6 lesson | f <input type="checkbox"/> | exempt |
| 7 enroll | g <input type="checkbox"/> | fee |
| 8 ability | h <input type="checkbox"/> | eligible |

GRAMMAR

3 Complete these sentences with the correct passive verbs.

- There _____ courses _____ (run) in Alma for many years.
- The Alma headquarters _____ (house) in a palace built in the 1700s.
- In future water producers _____ probably _____ (give) similar status to wine.
- Customer service _____ increasingly _____ (customise).
- Summer culinary stages _____ (hold) again at El Bulli restaurant last year.

4 Use the following prompts to write advice about finding a job, using *have to/must* in the correct form.

- CV no longer than 2 sides of A4

- CV date of birth

- type your CV and covering letter

- lie in your CV or covering letter

- adapt your CV and covering letter to the job

- smart to an interview
