

30.1

Correct the underlined mistakes in these sentences. Write the correct verb in the space.

- 1 I never get everything finished. I must set my time better.
- 2 I can be really quite serious. I need to get more fun.
- 3 I'm usually quite quiet in meetings. I need to have more assertive to get my message across.
- 4 I stay at work too long and my family life suffers. I need to set my work-life balance right.
- 5 I have a number of things in my life that I want to change. It would be a good idea to take up an action plan to help me to achieve them.
- 6 I tend to believe that things will go wrong rather than things will go well. I have to start to develop more positively.

30.2

Choose the best word from the box to complete the sentences.

shyness intimidated grievance tricky wimps stringent

- 1 Because we are a manufacturing plant our Health and Safety checks are extremely
- 2 Whenever I go into a managerial meeting I always feel and I only say something if someone asks me a question.
- 3 I've always suffered with and I still find it hard meeting new people.
- 4 I want my complaint to be taken seriously, so I'm going to raise a with my line manager.
- 5 Some people believe that lunch is for and that you should work through your lunch break.
- 6 Achieving a good work-life balance is, especially if you love your job and also have a family.

30.3

Decide which of the alternatives (A-D) each sentence is used for. You will need to use the alternatives more than once. Write the letter of your answer in the box at the end of the sentence.

1 It's about the house.	
2 I'm sorry but it's really important.	
3 Have you got a few minutes now?	
4 I found the kitchen door wide open.	
5 Are you busy at the moment?	
6 My house was burgled yesterday.	
7 They stole my jewellery and Nick's laptop.	
8 I must just ask you something important.	

- A Choosing the right moment
 B Stressing the importance of the message

- C Giving the message a heading
 D Bringing the story to life

Test mark /20