

## 1 Jobs

### a Complete the sentences.

Vervollständigen Sie die Sätze.



- Excuse me, what \_\_\_\_\_ you \_\_\_\_\_?  
I'm a \_\_\_\_\_ .  
Where \_\_\_\_\_ you \_\_\_\_\_?  
I \_\_\_\_\_ for a company \_\_\_\_\_ Toronto.
- Mrs Cook \_\_\_\_\_ a \_\_\_\_\_ .  
She \_\_\_\_\_ in a children's hospital in Cork.  
Sometimes she \_\_\_\_\_ 10 to 12 hours a day,  
but she \_\_\_\_\_ her job very much.



### b Look at the answers and then form matching questions.

Sehen Sie sich die Antworten an und bilden Sie dann passende Fragen.

- \_\_\_\_\_ ? – I'm a flight attendant.  
\_\_\_\_\_ ? – Yes, I do, it's very interesting.  
\_\_\_\_\_ ? – I work in Salzburg for an Austrian airline.  
\_\_\_\_\_ ? – My husband is a clerk.  
\_\_\_\_\_ ? – He works in an office downtown.

## 2 Arthur had a busy day at the office

### Fill in the verbs in the past tense.

Tragen Sie die Verben in der Vergangenheitsform ein.

*ask • answer • be (4x) • come • get • go • have • leave • make • talk • work • write*

Arthur \_\_\_\_\_ to work by car. He \_\_\_\_\_ 20 minutes late. He \_\_\_\_\_ very busy at the office. He \_\_\_\_\_ many letters, \_\_\_\_\_ the phone and \_\_\_\_\_ many phone calls. He didn't go to the canteen for lunch. He \_\_\_\_\_ lunch with his boss in a small Greek restaurant. They \_\_\_\_\_ about a new job for Arthur. Arthur \_\_\_\_\_ very pleased. They \_\_\_\_\_ back to the office at two o'clock. Arthur \_\_\_\_\_ at the computer and \_\_\_\_\_ the office at 6.30 p.m. When he \_\_\_\_\_ home, his wife \_\_\_\_\_ angry. She \_\_\_\_\_ : "Why didn't you call me?"

## 3 A phone call

### Fill in the missing words.

Tragen Sie die fehlenden Wörter ein.

*this • could • give • call • speak • sorry • him • certainly • calling • message • in the office • good • goodbye*

*Secretary:* Stanley and Gordon. \_\_\_\_\_ morning.

*Fred:* Hello, \_\_\_\_\_ I \_\_\_\_\_ to Mr Silver, please?

*Secretary:* Who's \_\_\_\_\_, please?

*Fred:* \_\_\_\_\_ is Fred Horner from Baxter & Co.

*Secretary:* I'm \_\_\_\_\_, Mr Horner, but he's not \_\_\_\_\_ today. Can I \_\_\_\_\_ him a \_\_\_\_\_?

*Fred:* Yes, could you ask \_\_\_\_\_ to \_\_\_\_\_ me tomorrow, please?

*Secretary:* Yes, \_\_\_\_\_.

*Fred:* Thank you. Goodbye.

*Secretary:* \_\_\_\_\_.