

# Collocations Related to Work

## Practice Worksheet for B2-C1 Learners

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Class: \_\_\_\_\_

**Aim:** Practise common work collocations that are useful for speaking, writing and exam preparation.

**Useful tip:** Learn collocations as complete phrases: apply for a job, meet a deadline, work overtime, take time off work.

### Word Bank

<input type="checkbox"/> apply for a job	<input type="checkbox"/> dead-end job	<input type="checkbox"/> flexible working hours
<input type="checkbox"/> hold down a job	<input type="checkbox"/> holiday pay	<input type="checkbox"/> job security
<input type="checkbox"/> make a living	<input type="checkbox"/> meet a deadline	<input type="checkbox"/> pay rise
<input type="checkbox"/> sick leave	<input type="checkbox"/> take time off work	<input type="checkbox"/> take work home
<input type="checkbox"/> work long hours	<input type="checkbox"/> work overtime	<input type="checkbox"/> work from home
<input type="checkbox"/> work under pressure	<input type="checkbox"/> gain work experience	<input type="checkbox"/> work-life balance

### Exercise A: Match the Collocations to the Meanings

Write the correct letter next to each collocation.

1. apply for a job ____	A. extra money added to your salary
2. flexible working hours ____	B. to finish work by the agreed time
3. job security ____	C. a job with little or no chance of progress
4. make a living ____	D. to ask officially for a job
5. meet a deadline ____	E. absence from work because of illness
6. work overtime ____	F. to earn enough money to pay for your needs
7. sick leave ____	G. a feeling that you are unlikely to lose your job
8. dead-end job ____	H. to do extra hours at work
9. take work home ____	I. a timetable that lets you choose when you start and finish
10. pay rise ____	J. to do extra work at home after the working day

### Exercise B: Choose the Correct Collocation

Circle the correct option.

1. She wants to (apply for / meet / take) a job in a large international company.
2. Many nurses have to (do / work / make) long hours.
3. He finally got a (pay rise / job security / sick leave) after three years.
4. People who always (take work home / apply for work / make overtime) often feel exhausted.
5. I prefer a job with (flexible working hours / dead-end hours / holiday salary).
6. The company lost an important client because it failed to (miss / meet / make) the deadline.
7. She is on (holiday pay / sick leave / job security) because she has flu.
8. Many students do part-time work to (gain work experience / get sick leave / take overtime).
9. He left his (work-life balance / dead-end job / deadline) and retrained as a web designer.
10. It is not easy to (make a living / do a living / earn a living pay) as an artist.

### Exercise C: Complete the Sentences

Use one word in each gap.

1. I am going to apply \_\_\_\_\_ a job at a language school.
2. She is \_\_\_\_\_ sick leave this week.
3. We had to work \_\_\_\_\_ because the report was urgent.
4. He asked his manager for a pay \_\_\_\_\_.
5. Some people find it hard to maintain a healthy work-life \_\_\_\_\_.
6. He has a well-paid job, but he often works \_\_\_\_\_ pressure.
7. I need to meet the \_\_\_\_\_ by 5 p.m.
8. She wants to gain work \_\_\_\_\_ before applying to university.
9. The company offers holiday \_\_\_\_\_ and flexible working hours.
10. My father managed to hold \_\_\_\_\_ a job while studying at night.
11. Many people work \_\_\_\_\_ home two or three days a week.
12. A dead-\_\_\_\_\_ job can make people feel frustrated.

### Exercise D: Correct the Mistakes

Each sentence has one mistake with a work collocation. Rewrite the sentence correctly.

1. I applied a job in a hotel.

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2. She is in sick leave this week.

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3. We must finish the deadline by Friday.

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4. He made overtime yesterday evening.

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5. I have flexible work hours.

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6. He has good job safety in his company.

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7. She took a pay grow last month.

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8. I often bring job home at weekends.

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### Exercise E: Mini Dialogue

Complete the dialogue with collocations from the word bank. You may need to change the form of the verb.

Manager: You look tired, Nina. Are you all right?

Nina: I am fine, but I have been \_\_\_\_\_ this week because the project is urgent.

Manager: I know. Everyone is trying to \_\_\_\_\_ the deadline.

Nina: I usually do not mind, but lately I have had to \_\_\_\_\_ work \_\_\_\_\_ almost every evening.

Manager: That is not good for your work-life \_\_\_\_\_.

Nina: Exactly. I would really appreciate more \_\_\_\_\_ working hours.

Manager: Let us discuss it. You have taken on more responsibility, and I know you can work \_\_\_\_\_ pressure.

Nina: Thank you. I enjoy the job, but I do not want to suffer from burnout.

### Exercise F: Speaking Practice

Discuss these questions with a partner or answer them in writing.

1. Would you prefer a well-paid job or a rewarding job? Why?
2. What are the advantages and disadvantages of flexible working hours?
3. Do you think people in your country work long hours?
4. Why do some people become workaholics?
5. Is job security more important than a high salary?
6. What can employers do to help workers maintain a good work-life balance?

### Exercise G: Exam-Style Writing Task

Write a short paragraph of 120-150 words about the following topic: "Some people believe that a well-paid job is more important than a rewarding job. Do you agree?" Try to use at least six work collocations from this worksheet.

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## Answer Key

### Exercise A

1 D, 2 I, 3 G, 4 F, 5 B, 6 H, 7 E, 8 C, 9 J, 10 A.

### Exercise B

1 apply for; 2 work; 3 pay rise; 4 take work home; 5 flexible working hours; 6 meet; 7 sick leave; 8 gain work experience; 9 dead-end job; 10 make a living.

### Exercise C

1 for; 2 on; 3 overtime; 4 rise; 5 balance; 6 under; 7 deadline; 8 experience; 9 pay; 10 down; 11 from; 12 end.

### Exercise D - possible answers

1. I applied for a job in a hotel.
2. She is on sick leave this week.
3. We must meet the deadline by Friday.
4. He worked overtime yesterday evening.
5. I have flexible working hours.
6. He has good job security in his company.
7. She got a pay rise last month.
8. I often take work home at weekends.

### Exercise E

Possible answers: working long hours / working overtime; meet the deadline; take work home; balance; flexible; under.

### Exercises F and G

Students' answers will vary. Encourage them to use complete collocations and explain their opinions clearly.

## Teacher Note

You can use this worksheet after the blog lesson or as revision before a B2 First or C1 Advanced speaking or writing task. For a shorter class, use Exercises A-D only and set Exercise G as homework.