**WORK COLLOCATIONS**

**Exercise 1. Choose the correct word to complete the sentences.**

1. I always turn off my phone when I’m working so I don’t \_\_\_\_\_\_\_\_ concentration.

a. get

b. lose

c. forget

2. Andreas was ill last week so he \_\_\_\_\_\_\_ behind schedule with his work.

a. fell

b. lost

c. met

3. I find it easier to \_\_\_\_\_\_ distractions when I’m working at home instead of in the office.

a. keep

b. avoid

c. deal

4. Even though Josue works at home, he \_\_\_\_\_\_\_ to the same routine every day.

a. has

b. gets

c. keeps

5. Selma’s new job is difficult, but she enjoys \_\_\_\_\_\_ with the challenge.

a. dealing

b. meeting

c. seeing

6. I \_\_\_\_\_ a lot done today – I finished a report, applied for a new job and went to three meetings.

a. had

b. made

c. got

**Exercise 2: Complete the article with the words below.**

**avoid – get – lose – meet – schedule – way**

**How to achieve more at work**

Whether you work in an office or from home, it’s often difficult to stay focused on work and (1) \_\_\_\_\_\_\_\_   deadlines. The good news is that there are several things you can do to help you concentrate. So, if you’re struggling to (2) \_\_\_\_\_\_\_\_   things done, try some of these tips.

* Try to (3) \_\_\_\_\_\_\_\_   distractions. Or, make an effort to reduce them as much as possible. Turn of the notifications on your phone, and tell people around you not to disturb you.
* Taking breaks helps you to complete tasks and ensure you don’t fall behind (4) \_\_\_\_\_\_\_\_. Set a timer for twenty minutes and take a five-minute break when the alarm goes off. You’ll be amazed at how much you can do in twenty minutes.
* The longer you work without a break, the easier it is to (5) \_\_\_\_\_\_\_\_   concentration. Get up and move around for a few minutes or go for a walk.
* Many of us are guilty of avoiding tasks we don’t want to do, but if you get them out of the (6) \_\_\_\_\_\_\_\_   you’ll feel more relaxed, and it’ll be easier to do your other work.

**ANSWER KEY**

**Exercise 1.**

1. b 2. a 3. b

4. c 5. a 6. c

**Exercise 2.**

1. meet 2. get 3. avoid

4. schedule 5. lose 6. way