

HOMEWORK SET 3(LW2)

VOCABULARY

A Choose the best word (a, b or c) to complete each space in the advert.

Lambrois 303 Your careers guidance service

If you don't have a career **path**¹ in mind or if you are tired of your old nine-to-five² and want to make a career³, you can just call us on the telephone number below to find out how we can help you.

We will work with you to understand what is really important to you. For example, are you more interested in⁴ a lot of money or in having the opportunity to⁵ the career ladder?

Our experienced counsellors will also review your existing skills, experience and⁶ to help guide you into a role that will be right for you. They may also ask you to⁷ a psychometric test to help them to understand what areas of⁸ suit you best. Maybe you are thinking of a job in finance but are you really good with⁹? Or a position in¹⁰ resources but do you really enjoy dealing with people and their needs?

Don't delay, call us today on: **020 72489894**.

1 a) ladder	b) path	c) opportunity
2 a) work	b) job	c) employee
3 a) move	b) training	c) break
4 a) doing	b) earning	c) taking
5 a) climb	b) follow	c) earn
6 a) diplomas	b) levels	c) qualifications
7 a) give	b) make	c) do
8 a) employment	b) progress	c) job
9 a) figures	b) counts	c) maths
10 a) personnel	b) staff	c) human

B Complete each sentence with the correct form of an item from the box.

to involve to be in charge to deal to look to make sure to be responsible

- 1 Lev Migachov works in research and development. His job *involves* developing new products and new ideas.
- 2 Suzana Lonza is the receptionist. She after visitors and takes messages.
- 3 Nadine Deschamps works for HR. She with staff problems, as well as with recruitment and training.
- 4 Linda Eriksen is our Quality Control Inspector. She for monitoring our products and trying to improve their quality.
- 5 Jose Manzano is our Security Officer. He that our staff and premises are protected against crime.
- 6 Hans Reiter is our new Maintenance Engineer. He checks all our equipment regularly and of all repairs.

C Complete the phrases from exercise B with the words that come immediately after them.

1 to be in charge <i>of</i>	4 to make sure
2 to deal	5 to be responsible
3 to look		