

1. Fill in the sentences with these words.

qualifications	full-time	colleagues	shift	freelance	bonus	skilled
salary	physical	overtime				

- 1 He wants a job where he can get a good _____.
- 2 I think she is the right person for this job because she has all the _____ needed.
- 3 I prefer working on the morning _____.
- 4 Now that he's broken away from his family, Tom needs a _____ job to make a living.
- 5 I get on well with my _____ in the office.
- 6 Jen is a _____ journalist and works for several newspapers and magazines.
- 7 The company is lucky to have so many highly _____ employees.
- 8 The only thing I hate about my job is that I often have to work _____.
- 9 At the end of the year each worker receives a Christmas _____.
- 10 Bricklaying is hard _____ work.

2. The order in these sentences below are jumbled up. Put them in the right order. The first word is there for you. Do not change the form of the words.

- (0) qualifications / you / have / ~~what~~ / got

What ?

- (1) you / ~~do~~ / have / in / experience / any / selling

Do ?

- (2) you / you / ~~do~~ / or / still / to / have / go / secondary / finished / school

Do ?

- (3) ~~when~~ / you / can / work / start

When ?

- (4) weekends / ~~will~~ / I / have / to / at / work

Will ?

- (5) hours / many / week / ~~how~~ / will / I / to / have / a / work

How ?

- (6) ~~do~~ / pay / for / you / shift / working / the / more / night

Do ?

- (7) this / ~~why~~ / like / to / you / would / get / job

Why ?

- (8) ~~would~~ / you / part-time / like / to / full-time / work / or

Would ?

3. You are going to read some advice on how to find a summer job. Some words are missing from the text. Choose the most appropriate word from the list (A – L) for each gap (1 – 10) in the text. Write the letter of the appropriate word in the box below. There is an extra word that you do not need to use. There is an example (0) at the beginning.

Decide on the type of summer job you want, the location, the hours, the pay. You may not be able to find a job that meets all your (0), but you should try to find one that meets as many as possible. Ask yourself these questions. What can you offer an employer? What kind of (1) have you got? What kind of paid or (2) work have you done? What have you learned at school that might be useful in this job?

Start looking for the job. Talk with your parents and older family members, your friends' parents, your teachers and ask them. Give them copies of your (3) Read the newspaper job ads and surf the Web. There are a lot of places where you can look for a good summer job: local shops, small business offices, hotels, sports clubs, fast food restaurants, summer camps.

Write your CV and a cover letter and (4) for the jobs that interest you. Make sure you are familiar with job applications and have all the information you need to complete them. Before the interview make sure you (5) something about the company; prepare answers to common interview questions; think of a few questions you could ask. Practise with a family member or friend. (6) conservatively for the interview.

Employers want (7) teens who are going to arrive to work on time, have a positive (8), work hard, work well with others, work their full shift, and do the best job they can. You need to show your (9) that you are a good investment, both for the present position, as well as for any potential future positions.

Jobs are jobs. You are going to have to work, and you'll have bad days as well. But always remember that you are (10) money, you are gaining experience, and you are making good contacts and references for future jobs.

A attitude
B know
C needs
D volunteer

E CV
F earning
G dress
H apply

I employer
J motivated
K skills
L ads

0	1	2	3	4	5	6	7	8	9	10
C										