

6A Work and careers (1)

- 1 6.1 Complete sentences 1–11 with the correct form of the words in the box. Listen and check.

be laid off get a degree take a training course get a job
retire get a promotion do an internship
resign look for a job learn new skills get experience
get fired do a work placement

- Mark is so angry with his boss that he's decided to _____. He's leaving at the end of the month.
- Eighty workers _____ at that company last week. They lost their jobs because the company is losing money.
- Dan _____ from his last job because he was always late.
- I'm _____ to learn how to use the company's new software.
- Two years after he joined the company as an assistant manager, Leo _____. He became the manager.
- Ed wants to _____ working in a big hotel, so he took a summer job as a receptionist in the largest hotel in Miami.
- I'd like to _____ when I'm 60 and have a lot of time to enjoy life.
- Before I can work as a nurse, I need to _____ in nursing, so I'm studying hard, and I hope to get into nursing school in the fall.
- Sally _____ in a lawyer's office. They didn't pay her a salary, but after six months, they offered her a job.
- As part of my program, I'm _____ at a design studio. I'm _____ like graphic design.
- Tim is unemployed, but he is _____ as a salesclerk. I'm sure he'll _____ soon.



- 2 Choose the correct words to complete the sentences.
- After she'd been with her company for two years, she got a *work placement* / *promotion* – she became Sales Manager.
 - Last week, I did *experience* / *an internship* to learn how to use the new database.
 - When the factory closed down last month, all the workers *got fired* / *were laid off*.
 - She *got fired* / *resigned* because she stole a computer from the office.
 - My cousin did *an internship* / *a job* for a year in a television company, but, unfortunately, he didn't get a *promotion* / *job* at the end of it.
 - Jill has found a new job, so she's *resigned* / *gotten fired* from her old job.

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6B Work and careers (2)

- 1 6.6 Match the words in **bold** with definitions a–h. Listen and check.

- I'm **responsible for** digital marketing. _____
- My company was voted the best **employer** in the region. _____
- Ian likes traveling. He's had **temporary** jobs in different places. _____
- Please send a **cover letter** to introduce yourself and say why you're suitable for the position. _____
- I was **unemployed** for a year before I found a job. _____
- I work as a waitress, but I'd like a **career** in advertising. _____
- They pay my **salary** on the first day of every month. _____
- I work with kids. I love seeing them learn. It's very **rewarding**. _____

- a a person or company that employs people
b the occupation you choose for most of your working life
c money you receive for doing your job
d a job that usually lasts a few weeks or months
e a feeling of satisfaction that you've done something useful
f without work
g a document you send with your résumé when you apply for a job
h in charge of

- 2 Complete the e-mail below with the words and phrases in the box.

full-time résumé permanent application form well-paid varied
working conditions stressful employees part-time manager



When I finished college, I got a ¹ _____ job in a restaurant, just a few days a week. This gave me time to finish a project-management course and look for a ² _____ job, not a temporary one. The ³ _____ in the restaurant were awful, it was too noisy, and we worked very late. The ⁴ _____ was terrible too – he always yelled at us.

I thought an office job would be less ⁵ _____, so I sent my ⁶ _____ to lots of companies. When I saw an ad for a project manager, I filled in the online ⁷ _____ and had an interview. I got the job! I love it. No two days are ever the same. It's very ⁸ _____. It's a small company with only ten ⁹ _____. We all have ¹⁰ _____ jobs so we work 38 hours a week. It's quite a ¹¹ _____ job so I can save a little money every month.