

Careers

Lesson A Vocabulary and Grammar

A Match the sentence halves.

1. Zhu has some work _____	a. work last summer.
2. Zhu did volunteer _____	b. assistant to help her.
3. Zhu has been placed in a training _____	c. experience.
4. Minerva is a business _____	d. program.
5. Minerva's company has 60 _____	e. owner.
6. Right now, Minerva is looking for a personal _____	f. employees.

B Complete the text with words from the box. One word is not needed.

assistant	boss	employees	experience
owner	qualifications	training	volunteer

Two months ago, I saw an advertisement for a job as a sales (1) _____ in a clothing store. I believed I had the right (2) _____, so I applied for the job. In the interview, I answered questions about my (3) _____, my extracurricular activities, and when I worked as a (4) _____ in my local community. Two days later, they told me that I had gotten the job. During the first week, I had to do some (5) _____ to learn about how to deal with customers and how to use the cash register. So far, my (6) _____ seems pleased with me because I am learning quickly. The other (7) _____ are really friendly, too. They help when I am not sure how to do something. I really like my new job.

 Rewrite the underlined part of each sentence with the word(s) in parentheses so that it has the same meaning.

1. It's a good idea to do volunteer work if you can't get a paid job.

(should) _____

2. It's important to send your application today, or you'll miss the deadline.

(had better) _____

3. It's not a great idea to wear shorts on your first day of work.

(shouldn't) _____

4. If you can, remember to smile because first impressions are very important.

(should) _____

5. You should practice your Russian before the exam. You have forgotten a lot.

(had better) _____

6. It's a bad idea to arrive late to meetings with your boss.

(shouldn't) _____