

1 VOCABULARY: Employment**A** Unscramble the letters to make words.

- 1 eemloyrp employer
 2 gmnaae manager
 3 eiofoprssn opportunity
 4 aeerrc error
 5 wigknor orhsu worker
 6 aweg age

- 7 lyapp apply
 8 ccatonr candidate
 9 eeettirrmn term
 10 eihr hire
 11 refi final
 12 lsryaa area

B Complete the email with the correct form of the words from exercise 1A. The first letter of each word is given to you.

To: All students
 From: President Galarza
 Subject: New Work-Readiness Course

The university is now offering a work-readiness course to help any student who is about to graduate and start a new ¹career. The course is designed to prepare you for any ²p – from architect to accountant. Topics cover how to ³a for a new position, how to make sure you get a fair ⁴s or ⁵w, and how to successfully ⁶m other workers. This course will teach you how to succeed as an employee from the moment you are ⁷h until ⁸r. Instructors will answer questions about different kinds of ⁹e and can offer advice before you sign a ¹⁰c. Please visit the university's homepage to sign up.