HOMEWORK

INTERMEDIATE 5C

1 VOCABULARY work

a Write the titles in the correct section of the job advertisement.

Salary Responsibilities ~~Position~~ Training
Qualifications Working Hours Opportunities

A *Position* :

Assistant Accounts Manager

B _____ : 1 *In charge of* the accounts for the department.

C _____ : This is a 2 _____ job of 40 hours per week. The 3 _____ are from 9.00 a.m. to 6.00 p.m. but there will also be some 4 _____ including evenings and weekends.

D _____ : Degree in accountancy. Member of a professional association.

E _____ : Trainees will get 5 _____ in both accountancy and financial management. Additional study is possible on a 6 _____ basis of three hours a week.

F _____ : Accountants can be permanent employees with the company or self-employed. As this is a large 7 _____ company, there are opportunities to work abroad. You might get 8 _____ to Department Accounts Manager after one or two years in the company.

G _____ : This varies depending on the age and qualifications, but a recently qualified accountant would 9 _____ between £26,000 and £35,000.

If you would like to 10 _____ this position, please 11 _____ a full 12 _____ and a covering letter to the address below.

b Complete the job advertisement with words from the list.

multinational experience CV ~~in charge of~~
part-time hours promoted earn overtime
send in full-time apply for

c Complete the job interview.

Interviewer Are you 1 u*nemployed* at the moment, in a job, or studying?

Applicant I'm 2 i_____ my final year 3 a_____ university, but I also work part-time for a small company.

Interviewer What kind of 4 c_____ do you have with this company?

Applicant It's just a 5 t_____ one, for six months, but I can 6 r_____ when I want, as long as I give one week's notice.

Interviewer And what kind of work do you do for this company?

Applicant I'm 7 r_____ for all its accounting, including expenses and salaries.

Interviewer And do you have any questions for us?

Applicant Yes. I'd like to know if you have a company pension plan and, if so, at what age your employees normally 8 r_____. I'm also interested in any company health plan you might have …

LIVEWORKSHEETS

2 READING

a Read the text and tick (✓) the advice the writer would give this person.

> "I've worked in sales and marketing for the past 20 years but I'm not happy with my job. How can I change my career?"

1 Go back to university to improve your qualifications. ☐

2 Think about what you like doing and decide what kind of career you would like. ☐

3 Talk to your boss about a different job in the same company. ☐

After twenty years in employment, many people don't like going to work in the morning. They want to be truly excited about their jobs. But it's difficult to change jobs and changing your career is even harder, so take time to do it right.

You'll need to look at your skills and personal interests. Connecting work to personal interests is the best way to find a satisfying career. What do you really enjoy doing in your spare time? Is it sailing, gardening? Why do you find these activities enjoyable? Do you like gardening because you can be creative? Is sailing fun because you like visiting new places? It isn't always a good idea to make your hobbies your career because then you'll need to find a new hobby, but knowing why you like your hobbies is very important to knowing which career you might enjoy.

When you know the abilities you enjoy using and have decided which field you'd like to work in, it's time to get practical. Find out all about it. Who are the key companies? After finding potential employers, you can start thinking about possible jobs.

However, it's very hard to find full-time employment in a completely different line of work. You might need to go to evening classes for extra qualifications for your CV. But employers prefer candidates to have a solid background in the field. You might have to start by working part time or even for free to gain experience.

Changing careers isn't easy. People often find that 'the devil you know is better than the devil you don't' and prefer to stay in a job they know. But I think life's too short to spend a single minute doing something you don't love doing.

b Mark the sentences T (True) or F (False).

1 A lot of people are still excited about their jobs after twenty years. F

2 Changing your career is harder than changing your job. ___

3 You should ask yourself why you enjoy your hobbies. ___

4 Your hobby will always be your perfect job. ___

5 You should look at the field you'd like to work in, then the companies, then the job. ___

6 Employers prefer to employ people with qualifications than experience. ___

7 People are often afraid of changing their career because they don't know what will happen. ___

8 The expert suggests changing your job if you don't love doing it. ___

c Look at the highlighted words. What do you think they mean? Check with your dictionary.

3 PRONUNCIATION word stress, sounds

a Underline the stressed syllable.

1 overtime	6 temporary	11 resign
2 employee	7 university	12 scientist
3 multinational	8 permanent	13 interview
4 unemployment	9 promotion	14 retire
5 psychologist	10 experience	15 apply

b Circle the word with a different sound.

	retire	responsible	resign	scientist
	salary	contract	manager	apply
	earn	experience	permanent	work
	overtime	boss	psychologist	job
	accountant	permanent	actor	full-time

c Practise saying the words in a and b.

Ginny
ENGLISH & ART
Click here to see the answers!
LIVEWORKSHEETS