RMIT Classification: Trusted

5 C

People who work sitting down get paid more than people who work standing up.
Ogden Nash, American poet

Job swap

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 _____ on evenings and weekends.

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

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

LIVEWORKSHEETS

RMIT Classification: Trusted

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

G _____: This varies depending on experience and education, but a qualified accountant with 1 or 2 years experience would [9]_____ between $35,000 and $40,000.

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

b Complete the job advertisement with words from the list.

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

c Complete the job interview.



LIVEWORKSHEETS

RMIT Classification: Trusted

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

Applicant I'm [2] i_____ my final year [3] o_____ college, 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] q_____ 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

RMIT Classification: Trusted

2 READING

a Read the text and check (✓) 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 Look for a different job in the same field. ☐

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 working for 20 years, many people don't like to go 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.

LIVEWORKSHEETS

RMIT Classification: Trusted

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 to meet the qualifications for the job. 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 prefer to stay in a job they know rather than risk jumping out of the frying pan and into the fire. But I think life's too short to spend a single minute doing something you don't love doing.

LIVEWORKSHEETS

RMIT Classification: Trusted

b Mark the sentences T (true) or F (false).

1 A lot of people are still excited about their jobs after 20 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 For employers, education is more important 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. ___

4 GRAMMAR gerunds and infinitives

a Match the sentence halves.

1 I don't mind	*f*	5 He's afraid of	☐
2 He forgot	☐	6 It's difficult	☐
3 She would love	☐	7 Why don't you try	☐
4 I can't afford	☐	8 Being self-employed	☐

LIVEWORKSHEETS

RMIT Classification: Trusted

a applying to smaller companies?
b can be hard work.
c to tell the company he was getting married.
d getting fired.
e to get a good job as soon as you graduate.
f traveling a lot for my work.
g to have more responsibility.
h to accept a lower salary.

b Circle the correct answer.

1 I really enjoy (**learning**) / **to learn** new skills.
2 She regrets **not going** / **not to go** to college.
3 We find it easy **training** / **to train** new employees.
4 I can't remember **sending in** / **to send in** the application form.
5 He's going to practice **being** / **to be** interviewed.
6 Did the company promise **giving** / **to give** you a permanent contract?
7 She's not very good at **typing** / **to type**.
8 Don't forget **including** / **to include** a cover letter.

LIVEWORKSHEETS

RMIT Classification: Trusted

c Correct any mistakes in the highlighted phrases. Check (✓) the correct sentences.

1 She would like getting a job abroad, preferably in the US. *to get*

2 I've decided to quit my job. _____

3 Don't accept anything. You must go on looking for your ideal job. _____

4 We spent two months to interview all the candidates. _____

5 They must increase the salary to attract the right applicants. _____

6 He gave up to study at the university after he got the job. _____

7 It's impossible for me moving to the new office. _____

8 To work at the computer gave her back problems. _____

LIVEWORKSHEETS

RMIT Classification: Trusted

More Words to Learn

Write translations and try to remember the words.

Word	Pronunciation	Translation
contestant *noun*	/kən'tɛstənt/	
industry *noun*	/'ɪndəstri/	
judge *noun*	/dʒʌdʒ/	
marketing *noun*	/'mɑrkətɪŋ/	
sale *noun*	/seɪl/	
TV series *noun*	/ti'vi 'sɪriz/	
pretend *verb*	/prɪ'tɛnd/	
regret (doing) *verb*	/rɪ'grɛt/	
seem *verb*	/sim/	

LIVEWORKSHEETS