

Unit 20: Work

Match the words in A with the definitions in B.

A	B
(1) employee	(a) to lose your job because you are no longer needed by your employer; to be laid off
(2) employer	(b) someone who works for someone else
(3) resign/quit	(c) someone who/a company that has other people that work for him/her/it
(4) made redundant (BE)	(d) to tell your employer that you no longer want to work for them

A	B
(1) overtime	(a) an occupation that requires training and formal qualifications
(2) flexitime	(b) to lose your job because you've done something wrong
(3) sacked/fired	(c) time worked in addition to your normal hours
(4) profession	(d) a system where you do not have fixed start and finish times when working, but start and finish when you want, while still working the same total number of hours per week/month

A	B
(1) unemployed (adj.)	(a) a person learning to do a job
(2) trainee	(b) without a job when you are in need of one
(3) wage	(c) the type of job you have
(4) occupation	(d) the amount of money you earn (normally per hour or per week)

A	B
(1) CV (curriculum vitae)	(a) information about your education, past employment, etc. used when applying for a job
(2) shift-work	(b) to work irregular hours (different hours on different days)
(3) salary	(c) to work about 40 hours a week
(4) full-time job	(d) the amount of money you earn (normally per year)

A	B
(1) intern	(a) a young person who is working somewhere to get experience and is not getting paid for that work
(2) apprentice	(b) time off work given to women who have just had a baby
(3) qualifications	(c) a person learning how to do a job from someone who is skilled at doing it
(4) maternity leave	(d) the education or experience you have that make you suitable for a particular job

A	B
(1) CEO (Chief Executive Officer)	(a) money you get from the government if you are not working
(2) hand in your notice	(b) to stop working as a protest about something you don't like about your job or employer
(3) unemployment benefit	(c) to tell your employer you no longer want to work for them
(4) go on strike	(d) the person with the most important job in a company

Complete the sentences below with a word from this unit. You may have to change the form of the word so that it fits into the sentence grammatically.

1. She has a fantastic _____. She gets \$1,000,000 a year.
2. I used to do _____. On some days, I would work from 2 p.m. to 10 p.m., while on others I would work from 6 a.m. to 2 p.m.
3. In the UK if you are not working, you get _____ government, which helps you to get by until you find another job.
from the
4. When you apply for a job, you should send your _____ along with a covering letter. This should include information about your education and work experience.
5. Being a doctor is a worthwhile _____, as you can earn a reasonable amount of money and help people who are sick or injured.
6. As I am a student, I don't have time to do a _____ job. I do, however, have a part-time job.
7. Working _____ is great because it means that if I don't want to, I don't have to get up early in the morning and can start and finish work when I like.
8. I will get paid a lot more this month, as I've done lots of _____ in addition to my normal hours.
9. My friend is an _____ at a bank. He doesn't get paid, but he is getting a lot of good work experience.
10. Owing to the decrease in demand for the product, a large proportion of the workforce was _____.
11. The worker's went _____ in order to get more money.
12. I didn't like my job much. After having an argument with my boss, I decided to _____.