

### Words connected with *the world of work*

1 2.02 Write a word or phrase from the box in each gap. Listen and check.

resign | retire

- You do this when you formally state that you are leaving a job permanently. \_\_\_\_\_
- You do this when you stop working because you are officially too old to work. \_\_\_\_\_

bonus | salary | tip | wage

- This is the fixed amount of money you get paid monthly or yearly. \_\_\_\_\_
- This is a small amount of money you get for providing good service. \_\_\_\_\_
- This is an extra payment some companies make, for example, at Christmas. \_\_\_\_\_
- This is the amount of money you get according to how many hours or days you work. \_\_\_\_\_

off sick | on maternity/paternity leave  
on strike | unemployed

- You are this when you stop working to protest about pay or conditions in the workplace. \_\_\_\_\_
- You are this when you don't have a job. \_\_\_\_\_
- You are this when you are away from work after the birth of a child. \_\_\_\_\_
- You are this when you don't go to work because you are ill. \_\_\_\_\_

### Phrasal verbs

2 2.03 Write a phrasal verb from the box in the correct form to complete each sentence. There are two extra phrasal verbs you do not need. Listen and check.

burn out | copy in | fill in for | get ahead  
key in | lay off | take on | work up

- The company is growing so they've decided to \_\_\_\_\_ an extra hundred workers.
- I'm really ambitious and will do whatever it takes to \_\_\_\_\_ and be successful.
- The receptionist \_\_\_\_\_ my name and waited for my booking to come up on the screen.
- One of the other waiters asked me to \_\_\_\_\_ him while he made a call.
- I joined the factory as an intern and \_\_\_\_\_ my way \_\_\_\_\_ to being the team leader.
- Don't work late so often - you don't want to \_\_\_\_\_ before you're 30!

3 Write a sentence for each of the extra phrasal verbs in the box in Exercise 2 showing how we use them.

- \_\_\_\_\_
- \_\_\_\_\_

### Collocations with *go and get*

4 2.04 Write *go* or *get* to complete each phrase. Listen and check.

- |                     |                         |
|---------------------|-------------------------|
| 1 _____ a placement | 7 _____ abroad          |
| 2 _____ bankrupt    | 8 _____ crazy           |
| 3 _____ fired       | 9 _____ lost            |
| 4 _____ missing     | 10 _____ quiet          |
| 5 _____ ready       | 11 _____ the impression |
| 6 _____ the sack    | 12 _____ upset          |

5 2.05 Use eight phrases in the correct form from Exercise 4 to complete the email. There may be more than one correct answer for some gaps. Listen and check.

To: Lee      Subject: First Day!

Hi Lee,

Well, the first day of my work experience is over! I told you I (1) \_\_\_\_\_ in an office, and maybe from my description you (2) \_\_\_\_\_ that it was my dream work experience placement. Well, today was a nightmare!

I was so excited when I (3) \_\_\_\_\_ for work this morning. And guess what? I (4) \_\_\_\_\_ on the way to the office! I ended up in completely the wrong building. I was late, and the manager (5) \_\_\_\_\_ with me because I'd missed my induction meeting with the whole department. And then an important file (6) \_\_\_\_\_ and it took me an hour to find it. After that, my head was all confused and I had so much to do that I thought I would (7) \_\_\_\_\_! I didn't manage to do it all, and the manager wasn't happy.

So, I almost (8) \_\_\_\_\_ on my first day! Imagine that - losing your job before you've even started! Let's hope the rest of my work experience is better!

Mel

#### SAY IT RIGHT

Resource centre: Unit 6  
Stress in phrasal verbs (3)



THINK RESEARCH | CULTURE | LEARN | ME

What do you think an office job is like?  
What skills do you need to work in an office?