

UNIT 2: JOBS AND WORK

VOCABULARY jobs and work

- 7 Choose the correct options (in italics) to complete the sentences.
- 1 We read candidates' CVs and discuss which ones might be *convenient / suitable*. Then we invite them to come for an *interview / interrogation*.
 - 2 Personal *qualities / qualifications* such as enthusiasm and *motivation* are just as *important* as formal *education / qualifications*.
 - 3 This *job notice / advertisement* looks really interesting.
 - 4 We have a (an) *overtime / flexitime* system at work. We all work 35 hours a week but can organise exactly when we work *those hours*.
 - 5 The company *recruits / applies* six graduates on its management *employee / trainee* programme every year.
 - 6 We were forced to *make her redundant / sack her* because she kept arriving late.
 - 7 The Minister of Health was forced to *hand in his notice / resign* over the hospital scandal.
 - 8 The *salary / wages* isn't great but there are lots of great *perks / pay rises*, such as health insurance and other benefits.

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- 8 Complete the phrasal verbs in these sentences with a particle from the box.

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- 1 If you would like to apply for the job, simply fill _____ the online application form.
- 2 Petra deals _____ some of our most important clients and handles their accounts.
- 3 He is looking _____ staff. He always takes _____ extra staff during the holiday season.
- 4 I sent _____ my CV and a letter of application but they never wrote _____.
- 5 Terrible news ... the factory is laying _____ three hundred people; the jobs are going overseas.
- 6 They offered me the job but I turned it _____ when I found _____ the salary was too low.

LISTENING talking about jobs

- 9  2.1 Listen to eight people talking about jobs. Which speakers (1–8) say how they got the job? Which say what the job is like?

PAPER 3, PART 1 multiple choice texts

- 10  2.1 Listen again, and for questions 1–8, choose the best answer (A, B or C).
- 1 How did the woman find out about the job?
A through a friend
B from a job agency
C from a charity
 - 2 Why did the man choose this kind of work?
A because his father did it
B because he likes working on farms
C because it was well-paid
 - 3 Why did the speaker get the job?
A because very few people want to work in advertising and marketing
B because she attended an interview
C because the interviewer was her old boss
 - 4 What is the speaker's main responsibility?
A attending meetings
B writing up the sports results
C reporting the local news
 - 5 What does the woman think about training?
A It's a waste of time.
B It's useful.
C It's more useful than learning on the job.
 - 6 What was the woman's problem when she started?
A Some staff didn't like her.
B She didn't have the right skills for the job.
C Some staff didn't believe she had the right skills.
 - 7 What does the employee want?
A a pay rise
B a company car
C overtime
 - 8 Where does the artist work?
A he doesn't say
B on TV
C from home