## 4C Phrases about work

**1** 4.11 Match the phrases with the pictures. Listen and check.

| | | |
|---|---|---|
| agree on a salary | apply for a job | get a job offer |
| get a pay raise | get a promotion | have an interview |
| quit a job | see a job ad | start work | write a résumé |

**2** Complete the sentences with the correct form of the verbs from exercise 1.

1 I would like to _____ for the job of assistant manager.
2 I'm very bored at work. I'm going to _____ my job.
3 My husband _____ a pay raise last week, so we're going to buy an apartment.
4 It looks like a fabulous new job. When do you _____ work?
5 I _____ a job ad in the paper last week. It looks really interesting!
6 My sister _____ a promotion. Now she is the director. We're all very proud of her.
7 All the new jobs will be advertised next month. I need to _____ a résumé.
8 I _____ three job offers in one week! I'm not sure what to do!
9 She can't go to the meeting on Tuesday. She _____ an interview for a new job.
10 The interview went well and I want the job, but we can't _____ a salary.

**3** 4.12 Match 1–8 with a–h to make expressions. Listen and check.

| | | |
|---|---|---|
| 1 see | ____ | a interested in a career in ... |
| 2 send | ____ | b a degree in ... |
| 3 have | ____ | c a training course |
| 4 take | ____ | d for an interview at any time |
| 5 be | ____ | e for a salary between ... |
| 6 look | ____ | f as an intern |
| 7 go | ____ | g a résumé, an application form |
| 8 work | ____ | h an advertisement, an ad |

**4** Complete the letter with the words in the box.

| | | | | | |
|---|---|---|---|---|---|
| degree | interview | advertisement | salary | application | career |

Dear Sir/Madam:

I saw your [1] _____ for the job of Software Engineer, and I'd like to apply. I am sending you my résumé and an [2] _____ form.

I have a [3] _____ in Information Technology, and I am very interested in a [4] _____ in software development.

I am looking for a [5] _____ of between $30,000 and $35,000 and I can go for an [6] _____ at any time during the next two weeks.

I look forward to hearing from you.

Best regards,

Chloe Maxwell



1 _____



2 _____


3 _____



4 _____



5 _____


6 _____


7 _____


8 _____



9 _____


10 _____

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LIVEWORKSHEETS