

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.

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



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