65 Careers

A Market sectors

We advertise jobs across a range of market **sectors**. **Register** by email now, and you can be first in line to apply for jobs as they appear.

Just select any two sectors in which you have experience and/or **qualifications**.

- ❑ **retail**
- ❑ **administration**
- ❑ **manufacturing**
- ❑ **market research**
- ❑ **human resources**
- ❑ **finance**
- ❑ **recruitment**
- ❑ **insurance**

GLOSSARY

sector	a part of the business activity of a country **public sector** the sector controlled by the government **private sector** the sector controlled by private companies	**market research**	the study of what people want to buy and why
register (with sth)	put a name on an official list **register** *n*	**human resources**	(often abbreviated **HR**) the department in a company that deals with employing and training people
qualifications	the exams you have passed or courses you have finished	**finance**	the activity of managing money **financial** *adj*
retail	selling goods to people directly in shops, on the internet, etc.	**recruitment**	the business of finding people for job vacancies **recruit** *v*
administration	(often abbreviated as **admin**) the process or act of managing sth such as an organization or a business	**insurance**	an arrangement with a company in which you pay them money and they agree to pay the costs if, for example, you die or are ill, or if you lose or damage sth
manufacturing	the business of producing goods in factories, etc.		

1 Underline the main stress on these words. Use the APP to help you.

qualifications administration manufacturing market research
human resources finance recruitment insurance

2 What sector do these people work in?

1 I try to discover what customers want. .....
2 I have to look for the best way to use people in the company. .....
3 I sell clothes. .....
4 I sell policies to people as protection against illness. .....
5 I work in car production. .....
6 I work in an office, in charge of a small group. .....
7 I control the money in our firm. .....
8 I help to find jobs for people. .....

3 Complete the text.

I'm still doing my accountancy exams, but I've already **(1)** _____ with a recruitment company that helps young people to find work. And when I finally get my accountancy **(2)** _____, it should help me find a career in **(3)** _____, preferably in the private **(4)** _____, and eventually run my own business, like my dad. He started in **(5)** _____, where he worked on the production of motorbikes, but ended up with his own business.

4 ABOUT YOU **Look at the website again. Which sectors do you have experience or qualifications in? If you're still studying, would you like to work in any of these market sectors in the future?**

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TEST YOURSELF

LIVEWORKSHEETS

B Job prospects

Two years ago, I got a **challenging** job with good **prospects** in local radio. I worked hard, and as a **reward**, I was **promoted** and **transferred** to a different **department**. Then, all of a sudden, things started going wrong: one colleague **got the sack**, and another **handed in his notice**. Two months later, ten people were **made redundant**. I didn't want to be **out of work**, so I decided to look **elsewhere**. I applied for a job in TV and was **appointed** assistant director. Amazing!

SPOTLIGHT *dismiss, sack, fire*

An employer may **dismiss** an employee if their work is not good enough or if they have done something wrong. In less formal English, you can say **sack someone**, **give someone the sack** or **fire someone**. An employee can **get the sack**.

He ***was sacked***
was given the sack
got the sack
was fired
was dismissed
— ***for being rude.***

GLOSSARY

prospects *pl*	the chances of being successful in the future	**department**	a section of a business, university, etc.
challenging	difficult to do, but interesting and enjoyable **challenge** *n*	**hand in your notice**	give your employer a formal letter saying that you will leave your job SYN **resign**; **Quit** (*inf*) means 'leave your job'.
reward	sth you get because you have done sth helpful, worked hard, etc. **reward** *v*	**make sb redundant** (*often passive*)	make sb leave their job because they are not needed any more
promote (*usually passive*)	give sb a better job at a higher level in a company **promotion** *n*	**out of work**	not working and unable to find a job SYN **unemployed**
transfer sb/sth (from ...to ...)	move sb/sth from one place to another	**elsewhere**	in or to another place
		appoint	choose sb for a job

5 **Is the meaning the same or different? Write *S* or *D*.**

1 a challenge / a reward .....
2 fire someone / dismiss someone .....
3 be promoted / be appointed .....
4 promotion / prospects .....
5 reward someone / promote someone .....
6 hand in your notice / resign .....
7 be sacked / be rewarded .....
8 transfer someone / move someone to another office .....
9 quit / hand in your notice .....
10 make someone redundant / fire someone .....
11 get the sack / sack someone .....
12 out of work / unemployed .....

6 **Complete the sentences with a single word, with the meaning of the words in brackets.**

1 My job's very _____. (difficult but interesting)
2 I want to transfer to another _____. (section of the business)
3 I have good _____ in my job. (chances of success)
4 I'd really love to be _____. (given a higher-level job in the company)
5 I'm bored at work, so I'm going to look _____. (in another place)
6 I've never been _____. (out of work)
7 I'd hate to have to _____ someone. (dismiss)
8 If I hated my job, I would definitely _____. (hand in my notice)
9 I was very happy to be _____ to the job I currently have. (chosen for the job)
10 I think _____ is usually a reward for hard work. (a higher level job)
11 With less work available, I was made _____. (not needed)
12 I didn't like it, so I decided to _____. (leave my job)

7 ABOUT YOU **Have you got a job? If so, are the sentences in Exercise 6 true for you? Write *True* or *Not true*, or talk to another student who has a job.**

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TEST YOURSELF

LIVEWORKSHEETS