

VOCABULARY

A Match beginnings of the sentences (1–5) with the ends of the sentences (a–e).

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| 1 What advantages are there to a job where you work | a a day off work or study and what did you do? |
| 2 How important do you think it is to earn | b shifts, so sometimes you start at night or early in the morning? |
| 3 What are the disadvantages of being | c a pay rise every year or only when they have done well at work? |
| 4 When did you last take | d your own boss? |
| 5 Do you think people should get | e a high salary in your job? |

B Write the missing words to complete the sentences.

- 1 My brother is very c _____; he always looks good.
- 2 She's not allowed to wear c _____ clothes to work.
- 3 I love those high-heeled shoes – they have a very s _____ design.
- 4 I don't like that T-shirt. I don't think those colours look a _____.
- 5 In our country, you must wear s _____ clothes to a wedding.

C Choose the correct prepositions. In three examples, both are possible.

- 1 They work *at* / *for* the IT department.
- 2 He works *in* / *at* marketing.
- 3 She works *at* / *for* Bluemoon Software Services.
- 4 She works *at* / *for* an advertising firm.
- 5 I work *at* / *in* a library.
- 6 We work *in* / *for* a telemarketing company.

GRAMMAR

A Choose the best words to complete the sentences.

- 1 When I was young, I *can* / *could* stay up late, but these days I get tired early.
- 2 I really enjoy *being able to* / *can* work for myself.
- 3 Johann *able to* / *can* speak four languages.
- 4 I *was able to* / *could* speak to my boss last Friday about getting a pay rise.
- 5 I'd like *can* / *to be able to* speak perfect English one day.

B Match the rules (1–8) with the meanings (a–d).



Memo: Information for palace staff

- 1 ☐ You can park your car in the staff car park.
 - 2 ☐ You mustn't bring your own mobile phone inside the palace.
 - 3 ☐ You can't take any pictures while at work.
 - 4 ☐ You have to be smartly dressed at all times.*
 - 5 ☐ You must call the Queen 'Your Majesty'.
 - 6 ☐ You mustn't mention anything you see or hear at work to anyone.
 - 7 ☐ You can smoke in the staff smoking area.
 - 8 ☐ *If the Royal family are away, you don't have to wear the full uniform.
- a This is necessary or is a rule.
 - b This is not necessary but allowed.
 - c This is allowed but not necessary.
 - d This is not allowed.



C Complete the conversations with the past simple or present perfect form of the verbs in brackets.



Erin: How long ¹ _____ (you / work) here?

Paulie: Oh, not long. ² _____ (I / start) work last December. But, you see that lady there? Well, ³ _____ (she / be) here for 20 years. ⁴ _____ (she / become) a cook when she was only 17.

Karl: I thought you worked for a newspaper? When ⁵ _____ (you / change) jobs?

Crystal: Years ago! ⁶ _____ (I / not work) in journalism since about 2004.

Pippa: ⁷ _____ (I / want) to be a doctor when I was a child, but now I'm a vet.

Gianni: A vet? That's so cool. ⁸ _____ (I / love) animals since I was little.

FUNCTIONAL LANGUAGE

A Complete the phrases to use in job interviews with the words in the box.



enjoy learnt problem question responsible team

- 1 I've _____ how to motivate other people.
- 2 Well, I have one _____ I'd like to ask.
- 3 I'm _____ for customer service.
- 4 I _____ working in a busy office.
- 5 I work well in a _____.
- 6 Well, I have a _____ with the weekend hours.