

# VOCABULARY

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

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.