

7 The world of work

Jobs, personal qualities, employment and unemployment

Jobs

- 1** If you are looking for a job, some websites may help you. Here is a list of job categories on one website. Which category would you click on if you were looking for the following jobs? Write them in the spaces.

Construction	plumber
Customer service	
Emergency services	
Health	
Hotel and catering	
Information technology	
Legal	
Leisure and sport	
Scientific	

call centre manager	chef
electrician	firefighter
kitchen assistant	plumber
lab assistant	lifeguard
optician	police officer
psychologist	software engineer
solicitor	

- 2.1** Below are some adverts for job vacancies. Which job is each one advertising? Choose from the list below.

accountant architect builder cleaner mechanic nursery assistant receptionist sales manager

A

.....

You need to be efficient, well-organised and self-motivated and be able to work without supervision. You should also have good communication skills to deal with our customers. Salary is dependent on qualifications and experience. Some training is available.

If you would like a permanent job in a local hotel, then call 0987 864829 for an application form.

B

.....

Temporary job available in a local store for a reliable and flexible person. Previous experience preferred but not essential as training can be given. You will be required to do shift work when the shop is closed (early mornings and evenings) and some overtime. Excellent wages for an honest hard-working person. Please contact James Havard to obtain an application form and a job description.

C

.....

Enthusiastic person required to join our team. We are looking for a dynamic, creative person. A full training programme will be given to the successful candidate so no previous experience with young children is necessary. Good rate of pay and possible promotion in the future. Further details and an application form are available from office@mpr.co.uk.

2.2 Answer these questions by choosing Job A, B or C and write the words from the adverts which give you the answers.

- | | |
|--|---|
| 1 Which job is not forever? <u>B</u>
Word(s) in advert: <u>temporary</u> | 4 Which job has hours which change?
Word(s) in advert: |
| 2 Which job is for a long time or forever?
Word(s) in advert: | 5 Which jobs needs you to get on well with others?
Word(s) in advert: |
| 3 Which job suggests you may get a higher position?
.....
Word(s) in advert: | 6 Which job may involve extra hours?
Word(s) in advert: |

2.3 Each advert mentions how the person will be paid. Put *salary*, *rate of pay* and *wages* into the definitions below.

- – an amount of money agreed for a year and paid every month.
- – usually paid every week, often for work which does not require a lot of qualifications.
- – how much someone will be paid per hour.

2.4 Use the words in brackets to form a word that fits in the gap.

Dear Sir

I saw your advertisement in the local newspaper last Friday. I am interested in the (1) vacancy (vacant) for assistant manager in your hotel. Please find enclosed an (2) (apply) form.

I have worked in the (3) (cater) industry for several years and before that in an office. I have several secretarial (4) (qualify) and am familiar with different computer programs. I enjoy working with people and I am (5) (rely), efficient and hard-working. I have recently finished a (6) (train) course at the local college in administration. I am very (7) (enthusiasm) about a career in the hotel business. I am (8) (ambition) and I would like to run my own hotel one day.

Yours faithfully

Adam Piekarski

Personal qualities

3.1 Look back at 2.1 and underline the personal qualities needed for each job.

3.2 7a Listen to the two people in the photographs talking about themselves. Which speaker does which job?

Speaker is a hairdresser.

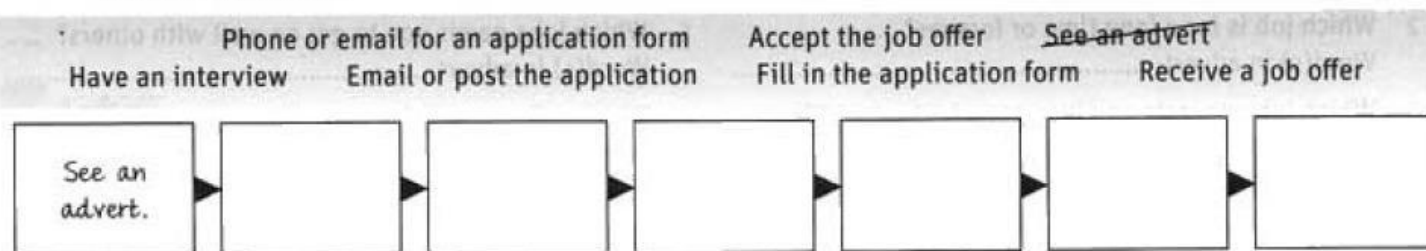
Speaker is a carpenter.

3.3 Look at the recording script and underline all the words which helped you to answer. Can you think of any more personal qualities useful for each job in the photographs?



Employment and unemployment

- 4 Several things usually happen between seeing an advert and getting a job. Put these into the right order on the flowchart below.



- 5.1 COMMON EXPRESSIONS 7b Listen to some people talking about work. Write ✓ for people who have a job and X for people who don't have a job.

1 2 3 4 5 6 7 8

- 5.2 Look at the recording script at the back of the book and underline all the words which told you whether the person was working or not.

Two people decided to leave their jobs. What do they say?

One person had to leave their job. What do they say?

- 5.3 Here are some sentences from the recording. Put *work*, *job* or *career* in each gap. Use the recording script to help you if you need to.

I'm trying to change (1) *career* and I'm looking for (2) as a teacher.

I've just applied for a (3) at the theatre.

I had a long (4) in the police force.

The journey takes an hour each way so I don't have time to do much after (5)

I do four long days which is very hard (6)

I gave up my (7) as a chef a year ago and I'm still out of (8)

I'm going to do some unpaid (9) experience soon in an agency.

I was promoted last week so that's very good for my (10)

- 5.4 Now complete these summaries with *work*, *job* and *career*.

- is a countable noun and is used to talk about something specific.
- is a countable noun which is used to talk about what someone chooses to do over a lifetime.
- is a verb or an uncountable noun which is used to talk generally about what someone does to earn money.

Vocabulary note

It's a good job means 'it's lucky':

It's a good job we didn't go to the concert because it was cancelled.

To do a great job means to do something well:

You've done a great job tidying the flat.

To work can also mean to operate or function:

The computer isn't working. I can't send an email.

Error warning

Occupation is formal and is usually only used on forms: *I enjoy my job.* NOT *I enjoy my occupation.*

Exam practice

READING Part 3

You are going to read a newspaper article in which three people talk about their jobs. For questions 1–10, choose from the people A–C. The people may be chosen more than once.

Which woman

- started a company with others?
- feels her private life might suffer from her commitment to her job?
- is likely to do very well in the future?
- feels that others don't always recognise her qualities?
- says she values the input of others?
- has had varied experiences in one organisation?
- has not yet achieved her main ambition?
- is not self-confident about her own abilities?
- had the opportunity to carry out some research?
- is hoping to improve the lives of others through her present job?

Exam Tip

In the exam there will be more to read and 15 questions. The words in the question are always different from the words in the text.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

A Carol Jackman, chef

Jackman joined the restaurant, Cranberry, eight years ago as a waitress. She soon became restaurant manager before making the big leap into the kitchen. After working under head chef and owner Peter Godden's guidance, she rose to become under-chef. She may be shy and modest (she says she still has a lot to learn), but with her fabulous technique, great organisational ability and impressive creative instincts, her boss says she should go far. During her time at Cranberry, she has also had two children and she feels they have benefited from seeing a mother getting pleasure from her work.

B Sarah Brookes, architect

Brookes set up a business with two friends to design and build a community centre. They then won a competition run by the government to find out more about the effects of architecture on schooling. The firm is currently renovating a school in London. The design will allow flexible, adaptable classrooms and outdoor teaching. Brookes says they hope they will make a difference to the children's lives. Although there is no doubt about that, she worries that she doesn't always do so well fitting her work and her children into her day and that she often puts work first.

C Monika Myles, TV Director

Myles worked as a TV director for four years, then went on to make some award-winning documentaries. She starts filming this week on a big-budget drama for TV but her eventual dream is to make a full-length feature film. She wants to make films that have a message at the end of them. Because she is small and young-looking, she says people initially are unsure about what she is capable of. But when she sees a script, she has a vision and is able to translate it into a moving image. She acknowledges the fact, however, that film-making is also about a team putting their heads together to create a piece of art.

Writing Part 2: letter

You have seen this advertisement for a job in your local English language newspaper.

Write your letter of application in 120–180 words.

WEEKEND WORK IN OUR COMPUTER SHOP

We want an enthusiastic English-speaking person to work in our computer shop at weekends.

- Are you interested in all types of computer games?
- Do you have good computer skills?
- Do you enjoy dealing with people?

Write to Mr Pitt, Manager of Computer Games, explaining why you would be suitable for the job.

Exam Tip (also see writing checklist on p. 100)

Remember to begin a letter of application with *Dear Mr ...* or *Mrs ...* or *Ms ...* and end it with *Yours sincerely*.

8

Everyone's different

Physical appearance, personality

Physical appearance

- 1.1**  **8** Listen to a conversation between two people. Which boy is Sam and which boy is Toby? Write the names below the pictures.



A:



B:

- 1.2** Look again at the picture of Sam and read this description of Sam's dad. Does Sam take after his dad? Underline the things which are similar.

Sam's dad has a thin pointed face and freckles. He's got straight brown hair but he's going bald. He's got pale blue eyes and a long straight nose. He doesn't wear glasses.

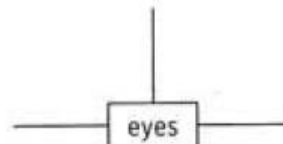
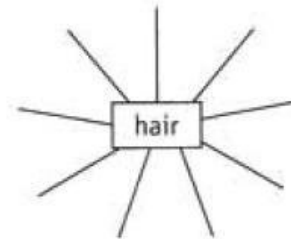
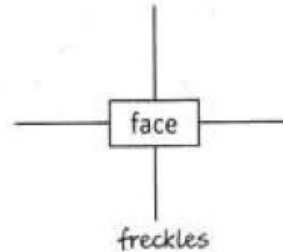
Now read this comparison.

Sam looks like his dad. They've both got freckles and the same shaped face. Their hair is similar although Sam's is fairer and thicker. Sam's nose is just like his dad's and they have the same eyes. They're very alike but Sam wears glasses.

- 1.3** Look at the picture of Toby and read this description of his mother. Underline the things which are similar about them and write a comparison like the one above in your notebook.

Toby's mum has got a round face. She's got long wavy hair which was dark but it's going grey now. She's got a small turned-up nose, large green eyes and quite full lips.

- 1.4** Write below the words used in 1.1 and 1.2 to describe someone's face, hair and eyes.



- 1.5**  Think about yourself and your friends and add any other words you can think of.
- 1.6** Write sentences in your notebook like those in 1.2 and 1.3 comparing yourself with someone in your family or a friend.



Vocabulary note

We can only use **take after** about people from the same family: *Jessica takes after her mum.*
We can use **look like** about anyone: *Mark looks like John Lennon.*

Personality

2.1 Here is a letters page from a magazine. Read the letters and choose the best word for each gap.

Dear Geri

I used to love playing with Sam when we were small because he's so (1) – he was really good at making up exciting games to play. But he didn't enjoy being in large groups because he was very (2) and he didn't like other children playing with us. He's a bit more (3) now so he's got more friends. But we had an argument the other day. I made a joke about his clothes and now he won't speak to me. He's much too (4) – it's really easy to upset him. I don't know what to do.
Patrick

Dear Geri

I've only known Trina a few months. The best thing about her is that she's great fun to be with as she's always (5) She never seems to be in a bad mood. She's always got something to say – in fact, she's the most (6) person I've ever met. She never gets anxious but in some ways she's far too (7) about everything – she nearly always arrives late when we've arranged to meet. I don't really mind though. The only thing I don't like about her is that she can be (8) to other people – she sometimes makes fun of them. I want to tell her but I don't want to lose her as my friend. What shall I do?
Carla

- | | | |
|----------------|--------------|---------------|
| 1 A easy-going | B thoughtful | C imaginative |
| 2 A shy | B selfish | C thoughtless |
| 3 A nosey | B sociable | C bossy |
| 4 A sensitive | B sensible | C sympathetic |
| 5 A big-headed | B cheerful | C moody |
| 6 A talkative | B generous | C considerate |
| 7 A outgoing | B lively | C relaxed |
| 8 A impatient | B unreliable | C unkind |

Error warning

Sensitive describes someone who is easily upset:

Tim cries if he hears a sad story. He's very sensitive.

Sensible describes someone who has a very practical approach to life: *Sam always has a bottle of water with him in case he gets thirsty – he's very sensible.*

Sympathetic describes someone who understands other people's problems: *My teacher was sympathetic when I explained why I was late.*

2.2 Using these expressions from the letters, write two positive and two negative sentences about someone you know.

He's very/really He's so He's a bit He's much/far too She's never/always The only thing I don't like about her is that she The best thing about her is that she She can be

3.1 Match the adjectives in column A with their opposites in column B.

Column A

funny
generous
gentle
hard-working
modest
polite
self-confident

Column B

aggressive
shy
big-headed
rude
lazy
mean
serious

3.2 Choose the correct adjective for each sentence.

- After Steve won the prize, he became rather big-headed and expected everyone to praise him.
- The people I met were very We were offered meals everywhere we went.
- It's to walk into someone's office without knocking.
- She could be a really good musician but she's too to practise.
- I saw a really film on TV. I couldn't stop laughing.
- Animals are only towards people if they are frightened or hungry.

8 Everyone's different

4.1 Some adjectives are missing from this personality quiz. Choose the correct word below.

bad-tempered bossy dishonest moody nose

- Are you bossy? Do you like to tell other people what to do?
- Are you? Are you interested in other people's business?
- Are you? Are you happy one day and miserable the next?
- Are you? Do you feel angry a lot of the time?
- Are you? Do you sometimes tell lies?

4.2 How many questions would you answer yes to? Are these good or bad things about your personality?

Look back at all the vocabulary about personality. Choose some adjectives which describe yourself and write them in the table.

POSITIVE	NEGATIVE

5.1 WORD BUILDING  We can add a prefix to some adjectives to make an opposite. The most common prefix is *un-*. Others are *dis-*, *in-*, *ir-* and *im-*.

Put the correct prefix above these groups of adjectives.

<i>polite</i> <i>patient</i> <i>possible</i>	<i>popular</i> <i>kind</i> <i>imaginative</i> <i>sociable</i>	<i>considerate</i> <i>convenient</i> <i>expensive</i>	<i>honest</i> <i>satisfied</i>	<i>relevant</i> <i>responsible</i> <i>regular</i>

Complete this rule.

..... is added to some adjectives beginning with *p-*.
..... is added to some adjectives beginning with *r-*.

Vocabulary note

It is possible to add the prefixes **un-** and **dis-** to some verbs (*unpack*, *unlock*, *dislike*, *disagree*) and some nouns (*unhappiness*, *disapproval*).

5.2 We can add *-ful* to some nouns to make positive adjectives meaning 'having': *thoughtful*, *cheerful*.

We can add *-less* to some nouns to make negative adjectives meaning 'lacking': *thoughtless*, *friendless*.

Add *-ful* or *-less* to the nouns below to make adjectives which fit in the sentences below.

care colour harm pain power thank grace

- We were really thankful that we'd reserved seats as the hall was full.
- That's the second wallet you've lost. Why are you so ?
- Water is a liquid.
- The president is the most person in the country.
- My foot is still from when I hurt it last week.
- You can stroke the pony. He's quite
- I love watching Mary dance because she's so

Exam practice

READING Part 1

You are going to read an extract from a biography about an actor called Maggie Smith. For questions 1–3, choose the answer (A, B, C or D) which you think fits best according to the text.

Maggie Smith is an extremely talented actor whose obsessive attention to detail in her performances carries over into photography sessions. She will not sit for photographs if she does not feel that everything is absolutely right. And if she can choose her photographer, it will usually be Zoe Dominic, who remembers Maggie cancelling a photo-call because she was dissatisfied with her earrings. 'With any other actor,' says Dominic, 'I would have forced the issue. But with Maggie I would never argue.'

Zoe Dominic finds Maggie a great subject and a great actress, who is above all physically funny: 'I've always found her hysterically funny. She has **immense physical grace**, which is why I like to catch her in action. On a bad day – and I try not to photograph her if she's unhappy, or not ready – she shrinks, in face and body. But when she feels good, and that's the ideal time to photograph anyone, she positively blossoms and she looks like a wonderful peach. Whether she's conscious of **that** or not I don't know. I wouldn't dream of discussing it with her.'

- 1 What do we find out about Maggie in the first paragraph?
 - A She likes to argue with her photographers.
 - B She prefers to wear a lot of jewellery.
 - C She is very careful about her appearance.
 - D She does not enjoy having her photograph taken.
- 2 What does Maggie's 'immense physical grace' mean in the second paragraph?
 - A her way of moving
 - B her inner strength
 - C her height
 - D her sense of humour
- 3 What does 'that' refer to at the end of the second paragraph?
 - A Maggie's reactions are difficult to predict.
 - B Maggie often has bad days.
 - C Maggie is not easy to talk to.
 - D Maggie's mood affects the way she looks.

Exam Tip



The reading texts are longer in the exam and there are eight questions. There is often a question which asks you what something means or refers to.

USE OF ENGLISH Part 4

Complete the second sentence so that it has a similar meaning to the first sentence, including the word given. Do not change the word given. You must use between two and five words, including the word given.

- 1 Marta has the same personality as her father, who is very outgoing and optimistic.

AFTER

Marta father, who is very outgoing and optimistic.

- 2 Tanya has such a good imagination that she can make up amazing stories.

IS

Tanya that she can make up amazing stories.

- 3 My sister and I are completely different because she has dark hair and eyes.

LOOK

I my sister who has dark hair and eyes.

Exam Tip



Check that the second sentence means the same as the first one.