

VOCABULARY AND GRAMMAR

1 Find the odd word out in each group. Say why it is different.

1 firefighter librarian miner police officer

The other jobs are dangerous.

2 boss candidate career co-worker

3 babysitter engineer lawyer pilot

4 factory hairdresser journalist politician

5 agriculture company construction health care

6 confident mature prospects reliable

2 Match the jobs with the workplaces.

1 ☐ architect

a building site

2 ☐ guide

b department store

3 ☐ mechanic

c garage

4 ☐ nurse

d hotel

5 ☐ receptionist

e museum

6 ☐ shop assistant

f nursery

7 ☐ secretary

g office

8 ☐ teacher

h restaurant

9 ☐ waiter

i surgery

3 Complete the text with the verbs from the box.

apply be consider do earn find get have look work

Tips to help you ²find a job

- Don't ¹_____ for just one job, send off lots of applications.
- In your job application, mention the personal qualities you ²_____ yourself to have and say that you ³_____ forward to attending an interview.
- Don't begin a job interview by asking how much you ⁴_____ paid or how often you can ⁵_____ a break.
- Think about working part-time. You won't ⁶_____ a lot of money but you will get experience.
- It's a good idea to ⁷_____ volunteer work. You learn to ⁸_____ in a team and it looks good on your CV.
- Perhaps you would like to ⁹_____ your own boss? Think about the advantages of becoming self-employed.

4 Match the adjectives from the box with the definitions. There are two extra adjectives.

chatty creative enthusiastic fit hard-working patient punctual sociable

1 Always on time. punctual

2 Full of interest.

3 Enjoys talking.

4 Good at thinking of new ideas.

5 Doesn't mind waiting.

6 Good with people.

5 Complete the sentences with the correct forms of the verbs in brackets.

1 He started (start) a new job last Tuesday.

2 She _____ (be) off work since last Tuesday.

3 I _____ (only/work) here for two weeks but I love it.

4 I _____ (lose) my job two weeks ago.

5 _____ (you/ever/have) a part-time job?

6 The café _____ (not open) yet.

7 I like your earrings. How long _____ (you/have) them?

8 We _____ (already/have) this car for ten years.

6 Choose the correct words to complete the conversation.

Ms Hay How ¹long / long ago / much have you been with us?

Rob I've been here ²for / from / since almost six months now. I started ³for / last / on September.

Ms Hay Have you ⁴always / ever / just thought about applying to be a manager?

Rob No, I ⁵don't / hasn't / haven't, to be honest. Why?

Ms Hay Well, because you ⁶already / always / ever work hard and you're clever.

Rob But I've ⁷didn't / never / yet been to university. I haven't studied Maths ⁸for / since / yet I left school.

Ms Hay That doesn't matter. We started our own training programmes six months ⁹ago / long ago / since. Have you started studying French ¹⁰ever / just / yet?

Rob Yes, I've ¹¹always / ever / just started a course at the college. I haven't done any exams ¹²before / never / yet but I've ¹³already / last / never learnt quite a lot.

USE OF ENGLISH

7 Complete the second sentence using the word in bold so that it means the same as the first one. Use no more than three words including the word in bold.

STRATEGY | Key word transformations

Remember that there is a word limit. Always check the number of words because if you have too many, it may mean that you have gone wrong somewhere. A contraction (e.g. don't) counts as two words, not one.

1 The last time I saw him was in 2014. **NOT**
I have not seen him since 2014.

2 You applied for that job last month. **ALREADY**
You _____ for that job.

3 I still need to write it. **YET**
I haven't _____.

4 When did you become a student? **LONG**
_____ you been a student?

5 Do you work in a shop now or did you work in a shop at any time in the past? **EVER**
_____ worked in a shop?

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READING

8 Read texts 1–5 and choose the correct answers: a, b or c.

STRATEGY | Multiple choice task – short texts

This task tests your understanding of short texts, authentic notices, packaging information and also communicative messages. You should read the text carefully first and decide which situation it would appear in.

1

Oh-là-là French Restaurant

HELP WANTED

- Kitchen assistant and waiter/waitress
- Experience not essential but preferred
- Evening work only, must be free at weekends
- Twenty hours per week

APPLY INSIDE

- a The restaurant is looking for part-time staff.
- b Workers don't need to work at weekends.
- c Inexperienced workers need not apply.

2

Sally,

Mr. Lewis has changed the time of the meeting (again!) Now, it's first thing tomorrow morning and this time it's in the IT room, not in his office.

See you there at eight. Don't be late!

Robbie

- a Mr Lewis wants to see Sally immediately.
- b Sally was late for the previous meeting.
- c The meeting is at a different time and place.

3

MAZY'S DEPARTMENT STORE

Temporary shop assistants

- Take an application form and fill it in in pen.
- When you complete it, hand it in at the reception desk.
- Go to the waiting room and wait for your interview.

- a Job candidates should go to reception before completing the form.
- b Job candidates should go to reception after completing the form.
- c Job candidates should wait for the receptionist to give them a form.

4

DANGER 
BUILDING SITE
AUTHORISED PERSONNEL ONLY
ALL OTHER PEOPLE KEEP OUT

- a Nobody is allowed onto the building site.
- b Only certain people can enter the building site.
- c All building sites are dangerous places.

5

Hi Sophie

I've just finished 1st day at work. Really tired!
Going back to flat to relax. I'm with a really nice team, very friendly and funny, but there's so much I need to learn and the hours are very long!

Miss you,
Love, Davie

- a Davie has got a challenging new job.
- b Davie is going to start a new job.
- c Davie didn't enjoy his first day at work.

SPEAKING

9 Look at the photo of people at work. In pairs, take turns to describe the photo.

Talk about the people.

Talk about the place.

Talk about other things in the photograph.



WRITING

10 Do the task below.

Look at the article about volunteer work on page 101 again. Then write an email to a friend inviting him/her to do some volunteer work with you. Include the following information:

- some possible volunteer work you could both do together
- when and where you could do it
- ask him/her to write back to tell you what he/she thinks of the idea