04

VOCABULARY Activities at work

A Complete the dialogues below with the present continuous form of the verbs in the box.

do	attend	study	install
advertise	gain	cause	

1 A: So, Meena, how's work?
M: Oh, don't ask! We ..... some new software in the office at the moment, and it ..... all sorts of problems. So my boss is not a happy man!

2 B: So, are you doing anything interesting at the moment, Pavlo?
P: Yes, I am, actually! As part of my nurse's training, I ..... some voluntary work in an old people's home. I've met some wonderful people, and I ..... some valuable work experience! I've discovered I really enjoy working with the elderly!

3 C: Fiona, how are you getting on with your research?
F: Fine. I ..... ways to deal with stress in the office, and it's very interesting.

4 E: So, how are things at work, Malik?
M: OK. I ..... an exhibition this week. We ..... our new photocopying equipment.

B Choose the correct verb to complete the following conversation with a sales manager from a large company.

A: So, Rashid, what are you [1] *working on / organising* at the moment?
R: Well, a lot's happening at work at the moment, actually! I'm [2] *teaching / learning* the sales team all about the company's new product.
A: Oh! Is that on the market already?
R: No, the company's going to launch it next month, but we want to be ready to sell it. I'm [3] *negotiating / advising* them on how to approach their clients. Fortunately, they're a good group, and are [4] *learning / teaching* fast.
A: Right! So, why are you so excited about it, then?
R: I've just made contact with a really big company, and am trying to [5] *organise / advise* a meeting with them. They're interested in the new product, and I'm hoping to [6] *work on / negotiate* a deal.

C Match each verb below with the group of words (1–4). One word is wrong in each group. Underline it.

do	run	make	negotiate

1 ..... the price / a deal / an agreement / an evening
2 ..... an offer / some research / a presentation / a training course
3 ..... a business / a negotiation / the sales team / a restaurant
4 ..... an offer / a presentation / some research / a proposal

GRAMMAR Plans and wishes for the future

A Match the sentence halves.

1 I've started guitar lessons and I'm hoping
2 I'm interested in the Far East, so I'm thinking
3 I studied History, and I'd like
4 I got good results in my exams, so I'm going
5 I want to see the world, so I'm planning
6 I've worked hard, so I'm expecting

a to work in a museum.
b to study medicine.
c to work here, save some money and then travel.
d to play in a band when I'm older.
e to get good results
f of teaching English in Thailand next year.

B Make the following sentences negative.

1 I'm going to go and live abroad.
.....
2 I'd like to work with animals.
.....
3 I'm thinking of becoming a firefighter.
.....
4 I'm planning to stay in my present job.
.....
5 I'd like to become a doctor.
.....
6 I'm expecting to continue studying next year.
.....

C Read this interview from a newspaper and complete the gaps using *going to, planning to, would like to* or *hoping to*.



A number of students choose to take a gap year between leaving school and going to university. They usually travel, or gain some work experience during this time. Some go and do voluntary work. Alice Ter Haar, our reporter, interviewed Kami Smith, a school leaver who is planning to take a gap year.

Alice: So, Kami, you've finished school! What are you [1] ..... do next?
Kami: Well, first of all, I [2] ..... do some voluntary work in East Africa. I [3] ..... work there for six months. I [4] ..... study environmental science at university, so I [5] ..... gain some experience of working in a different climate.
Alice: Wow! That sounds amazing!
Kami: Well, I hope so. I [6] ..... study climate change, and so I [7] ..... travel to places where the climate's changing. I [8] ..... go to Antarctica next year.

LIVEWORKSHEETS

READING

A Read the job advertisements below. Match the items in the photographs with the jobs (A–C).





1 ..... 2 ..... 3 .....

A

Volunteer Hosts

Are you a science student, or someone who cares about the oceans? Perhaps you are planning to become a marine biologist. If so, would you like to get some useful work experience?

The National Marine Aquarium is looking for volunteer hosts to give educational talks and answer visitors' questions. Working days and hours can be arranged to suit you.

For further information, email Sally Dunn at *sdunn@national-aquarium.com*

B

Groomer required – West London

A smart pet boutique and salon based in West London is looking for an experienced dog groomer. Duties include bathing and drying dogs, as well as grooming their coats.

If you are interested, please contact Julian on 07780 624 356 to arrange an interview.

C

NANNY NEEDED – GENEVA, SWITZERLAND

A British family living in Geneva is looking for an experienced nanny to help look after two children aged eight and five years old. The mother is a restaurant owner and the father is the head chef. The family lives close to the city centre, and owns a dog and a cat. They would like the nanny to work mainly in the evenings, with Mondays completely free. This position is suitable for anyone who speaks very good English and French.

For further details, please contact Mrs Blake on 0041 22 578 390.

Glossary

host: person who looks after visitors or guests
marine biologist: person who studies life in the sea
groomer: person who washes and brushes pets' coats
aquarium: place where people go to see fish and underwater plants.

Learner tip

Every time you read a text, practise looking for examples of grammatical structures you have learnt. This will help you understand how they work in a natural context. Look back at the underlined verb phrases in the text and check why they are used there. Do this regularly as you follow this course.

B Which job(s) require(s) someone who:

1 speaks a foreign language? .....
2 has previous work experience? ..... and .....
3 will work for no money? .....
4 likes working with dogs and cats? ..... and .....
5 is happy to work six days a week? .....
6 is happy working with the public? .....

C Complete the sentences with one of the phrases from the box.

my work experience	night shift
job advertisement	team
marketing department	long hours

1 I work very ..... in a busy department store.
2 I'm training to be a computer technician, and I'm doing ..... in a large company.
3 I saw your ..... in the local paper, and I'd like to apply for the position.
4 I work in the ....., and we develop ways to advertise the company's new products.
5 I enjoy being a nurse, but I hate doing the ..... I prefer working in the day.
6 My ..... works very hard.

VOCABULARY Forming words

A Six of the words below can be verbs and nouns. The others are only verbs. Put them in the correct column.

		verb / noun	verb
volunteer	research		
interview	experience		
manage	offer		
advertise	negotiate		
apply	work		

B Now write the noun form of the four verbs above.

employ → *employment*

1 ..... → .....
2 ..... → .....
3 ..... → .....
4 ..... → .....

Language note *job* versus *work*

Use *job* to talk specifically about what a person does. *I have a new job as an accountant.*
Use *work* to talk in general about something you are doing. *I'm doing some work at the moment, so we'll talk later.*

LIVEWORKSHEETS