

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Mr. Minh - Chu Văn An High School - An Giang

# Unit 8 THE WORLD OF WORK

**READING** Vocabulary Task: Listen to the pronunciation and guess what the words/phrases are. And then complete the following sentences with the words/phrases you hear. (All the words/phrases given are on page 34 & 35 – English 12 - Book 2)



1. Has everyone seen the \_\_\_\_\_ of last month's meeting? → *to take \_\_\_\_\_ at meetings*(→)



(←) 2. As an experienced secretary, she is exceptionally good *at* creating \_\_\_\_\_.

3. After leaving high school,



Annabella began her \_\_\_\_\_ at Shen's, a famous local restaurant. (→)



(←) 4. James is a highly \_\_\_\_\_ speaker, who can explain the most complex things in the simplest ways.

5. He signed a \_\_\_\_\_ to become vice president of the football club, a position with great \_\_\_\_\_. (→)





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Use an English – English dictionary to complete the following definitions:

**\*An administrator** is someone whose job involves \_\_\_\_\_ the work of a company or organization

**\*An apprentice** is someone who works for an employer for a fixed period of time in order to \_\_\_\_\_ a particular skill or job

Below are some skills and qualities required for the position of an apprentice administrator. Tick the ones that you have. Do you think you are qualified for this job?

|                                                | ✓ |
|------------------------------------------------|---|
| Having time management skills                  |   |
| Having communication skills                    |   |
| Well-spoken and articulate                     |   |
| Responsible and self-motivated                 |   |
| Flexible and eager to learn                    |   |
| Friendly and approachable                      |   |
| Well-organised                                 |   |
| Able to work to deadlines and prioritise tasks |   |