

UNIT 5 : BUSINESS AND WORK

A. VOCABULARY & GRAMMAR

Exercise 1: Complete the sentences. Use the words and phrases in the box.

architect

builder

carpenter

firefighter

graphic designer

head teacher

personal assistant

receptionist

- 1 I work in an office as a/an [] . I help the sales manager organise his meetings.
- 2 I think you need to be quite skilled to be a/an [] . You have to love working with wood too, of course.
- 3 I like designing new buildings and I enjoy my job as a/an [] .
- 4 I've always been creative and made things. I also like working with computers, so being a/an [] is a good fit for me.
- 5 I didn't think I would be a/an [] when I first qualified as a teacher. But I do enjoy managing a group of people.
- 6 I don't mind the manual tasks and it's often good to work outdoors, so I'm happy that I'm a/an [] .
- 7 It can be difficult and dangerous being a/an [] sometimes, but a lot of people think it's exciting.
- 8 As a/an [] , I have to welcome people when they arrive at our office.

Exercise 2 :Complete the definitions. Use the phrases in the box.

The agriculture sector

The energy sector

The financial sector

The manufacturing sector

The private sector

The public sector

- 1 includes all companies that make things. Almost all companies with factories are in this sector.
- 2 includes businesses that produce fuels (e.g. oil, gas) or use them to generate electricity.
- 3 includes farming, fishing and the forestry industry.
- 4 concentrates on money. It includes banks, accountants and insurance companies.
- 5 is the part of an economy that is owned, controlled and paid for by the government.
- 6 is the part of an economy that is not owned, controlled or paid for by the government.

Exercise 3 : Complete the descriptions. Use the words in the box.

Ltd business company firms liability partnership plc
 responsible shares sole

- 1 The name for an organisation that does things in order to make money is a .
- 2 The simplest type of business is a trader. It means a one-person business.
- 3 In contrast, a usually has more than one person or many people who work together. The business is separate from the owners, so they can buy or sell it if they like.
- 4 In the UK, many small companies have the letters '' after their names. This means that the owners have *limited liability*.
- 5 Limited means that if the company gets into trouble, the company itself is liable, or , for solving the problem, not the owners.

- 6 Bigger companies often have the letters ' [] ' after their names. This stands for *public limited company*.
- 7 A public limited company is one whose [] are listed on a stock market. In other words, ordinary people can buy and sell shares in the company.
- 8 A [] has two or more owners, called *partners*, who are each liable for their business. So they're like a group of sole traders, rather than a company.
- 9 In many countries, most law or accountancy [] are partnerships, even those with thousands of employees.

Exercise 4 : Complete the sentences. Use the words and phrases in the box.

employed	full-time	overtime	part-time	self-employed	shifts
unemployed	voluntary				

- 1 I'm an accountant and I'm [] by a local accountancy firm.
- 2 I work [] . It's only two days a week. During the rest of the week I look after my children.
- 3 I do a lot of [] work. It isn't paid work, but I really enjoy it.
- 4 I work [] . I do the night shift. I start at 11 p.m. and finish at 7 a.m. It was hard at first, but I'm used to it now.
- 5 I do a lot of [] . But it's OK – I get paid extra for working late and at the weekends.
- 6 I've got a [] job. I work five days a week, usually from 9 a.m. until 5 p.m.
- 7 I'm [] . I've been looking for a job for a while, but I haven't found one yet.
- 8 I'm [] . I've got my own sole-trader business. I love being my own boss.

Exercise 5 :

Complete the conversation. Use the correct form of the verbs in brackets. The first answer has been done for you.

A: I was really happy at work last year. But then my boss **retired** (retire) in December. So they _____ (promote) one of my colleagues to the role of marketing manager. But he was terrible. He decided he didn't need so many employees in his team, so a lot of people _____ (lose) their jobs. It was really stressful. I didn't lose my job, but I had to work twice as hard for the same money. In the end, I _____ (quit). Then, a few weeks later, my new boss lost his job. The directors _____ (sack) him because he had done such a bad job since taking over.

B: Oh no! So does that mean you're looking for a new job? My company's trying to _____ (hire) a new marketing assistant at the moment, if you're interested.

A: Yes, I know. I've already _____ (apply) for the job. I _____ (send) my CV and covering letter last week.

B: Oh, that's great. I'm sure they _____ (select) you to come for an interview.

A: Maybe. But I'm also going to _____ (email) my CV to some employment agencies.

B: That's a good idea. Good luck, I'm sure you'll find something soon.

Exercise 6 :

Read the sentences and look at the future forms in bold. Why is the future used? Match the explanations in the box with the sentences.

We often use *going to* to make predictions based on evidence.

We often use *going to* to talk about plans that we made earlier.

We often use the present continuous to talk about fixed arrangements for future dates / times.

We often use *will* to make decisions while we're speaking.

We often use *will* to make predictions based on our own opinions.

We often use *will* to make promises and offers to help somebody.

1 **A:** My company's trying to recruit a new IT manager at the moment.

B: Really? OK, so maybe I'll **apply**.

2 Thanks for coming for an interview. We'll **contact** you in the next few days to tell you our decision.

[Blank response area]

3 **A:** Why are you updating your CV?

B: Because I'm **going to apply** for a new job.

[Blank response area]

4 My boss **is retiring** at the end of this month.

[Blank response area]

5 They'll **probably offer** the job to someone else. I've got a bad feeling about it.

[Blank response area]

6 Everyone knows they've got too many employees, so they're **probably going to lose** a lot of people.

[Blank response area]

Exercise 7 :

Read the information. Then change one verb in each sentence from the present simple to the future with *will*. Some verbs are in the passive. The first question has been done for you.

To make the passive form of *will* we use the structure *will + be + past participle* (e.g. *done, made*). We use the passive:

- when we don't want / need to mention the agent (e.g. *I'm sure you'll **be offered** a job soon.*)
or
- when we want to move the agent to the end, with *by* (e.g. *You'll probably **be offered** a job by a really cool company.*).

1 How is ~~will~~ the world of work **be different** fifty years from now?

2 First of all, it is likely that many unskilled jobs, such as shop assistants, security guards and waiters/ waitresses, disappear.

3 Instead of people, these jobs are done by robots, machines and computers.

4 Similarly, people don't do skilled manual jobs any more, if machines can do all the heavy work.

5 Some professional jobs are also lost, as computers become increasingly intelligent.

6 There is still work for a few people, of course.

7 For example, somebody still need to tell the machines and robots what to do.

8 Many new jobs, are also created, just as they have been in the past.

9 However, it's likely that there isn't enough work for everybody.

10 So what does everyone else do? One thing we do know is that people will need to adapt.

Exercise 8 : Read the information. Then choose the correct future forms to complete the conversations

Future forms

We often use **will**

- to make decisions while we're speaking
- to make promises and offers to help somebody
- to make predictions based on our own opinions.

We often use **going to**

- to talk about plans that we made earlier
- to make predictions based on evidence.

We often use the **present continuous**

- to talk about fixed arrangements for specific future dates / times.

1 I can't come out on Friday evening. I'll work/ I'm going to work/ I'm working the night shift.

2 So? Have you decided? What are you going to wear/ will you wear/ are you wearing for the job interview tomorrow?

3 Our sales director is coming/ will come/ is going to come to our office tomorrow for a big meeting, so we all need to be there.

4 They've offered me the job, and I've accepted it. So tomorrow I'm telling/ I'm going to tell/ I'll tell my boss that I'm leaving!

5 **A:** I'm pleased to say we've decided to offer you the job.

B: Really? Oh great. I'm taking/ I'll take/ I'm going to take it.

6 **A:** I'm thinking of resigning, but it's still a secret.

B: Don't worry – I'm not going to tell/ I won't tell/ I'm not telling anyone.

Exercise 9 :

Put the words in the correct order to complete the questions.

1

is retire boss your soon to going ?

2

What leave school you when will for do
you a living ?

3

think Do you the job offer they'll you ?

4

resign you Why going to are ?

5

What are tomorrow we time meeting ?

6

application me you help Will my with job ?

7

working Monday Are you next ?

8

will happen you think What do ?

Exercise 10 :

Complete the conversation. Use the phrases in the box.

It'll probably take

I'll be

I'll come

I'll help

I'm going to help

I'm going to try

I'm meeting

One of my clients is coming

That'll be

they'll probably ask

George: I've got an interview for a big promotion on Friday, and I'm really nervous about it. My manager and the head of the company will be there and [redacted] me lots of difficult questions.

Alison: [redacted] you if you like. We can have a practice job interview. Are you free now?

George: Not really. [redacted] here for a meeting in half an hour.

[redacted] about two hours. So hopefully [redacted] free at about 1 o'clock.

Alison: OK, perfect. [redacted] to your office at 1 p.m.

George: Great. [redacted] really useful. Thanks.

Helen: Hi Alison. Do you want to have lunch with me later? [redacted] the new sandwich bar.

Alison: Sorry, Helen. I can't. [redacted] George at 1 p.m.

[redacted] him prepare for a job interview.