

On the Job

10 Check your understanding of the terms below, then use them to complete the sentences.

- promotion • vacancy • workforce • incentive
- overtime • freelance • redundant • white-collar
- full-time • productivity • temporary • bonus

- 1 We have an important deadline to meet, so I'll have to work this week.
- 2 Nearly half the staff are going to be made as part of the firm's downsizing policy.
- 3 This job is not suitable for the ambitious, as there are few prospects of
- 4 I have young children, so I'd prefer to work part-time now and go when they are older.
- 5 Many employees on contracts would like the security of a permanent job.
- 6 I have heard that there may be a(n) for a salesperson in the new department store.
- 7 In the not-too-distant future, over 25% of the in Europe may be unemployed.
- 8 In order to be competitive, the company must increase
- 9 Jenny works as a(n) journalist and enjoys not being tied to one specific paper.
- 10 Mark was given a £1,000 when he beat his deadline by a month.
- 11 The union representative claimed a pay increase would serve as a(n) for employees to work harder.
- 12 Office jobs are often referred to as work.

Odd-One-Out

11 Work in pairs. Find the odd-one-out, then briefly explain why it doesn't belong in the group. Consult a dictionary if you wish.

- 1 stapler – perforator – binder – **switchboard**
- 2 staff – personnel – tenants – workforce
- 3 fire – reprimand – sack – dismiss
- 4 recruit – appoint – hire – occupy
- 5 assistant – manager – administrator – executive
- 6 unemployment – retirement – redundancy – severance
- 7 client – applicant – recruit – candidate
- 8 qualifications – examinations – credentials – references
- 9 skill – ability – style – aptitude
- 10 remuneration – compensation – reimbursement – profit

"*Switchboard*" is the odd-one-out because all other three items are things you might keep on your desk.

The Workplace

12 a. Here are some occupations. Which of these people: • work in an office? • do manual work? • work in a shop? What exactly does their work involve?

- solicitor • labourer • ironmonger • clerk
- accountant • carpenter • stationer • florist
- civil servant • plumber • newsagent • PA

A solicitor works in an office and he represents others in legal matters.

b. Here are some places connected with work. What happens there?

- typing pool • headquarters • warehouse
- picket line • branch • boardroom
- department • conference room

The typing pool is where the typists sit to do their work.

c. Here are some verbs connected with work. What do they mean? Who does them? In what circumstances?

- demote • downgrade • delegate
- come out on strike • take over • sign on
- apply for • make a profit

An employer demotes somebody when they don't do their job properly.

Collocations

13 Match words from columns A and B to form collocations, then use them to complete the sentences below.

assembly	benefits
civil	relations
retail	line
fringe	servant
industrial	trade

- 1 She is a – that is, she is employed by the state.
- 2 Managers often enjoy many including a company car and an expense account.
- 3 Working on a(n) in a factory was the most monotonous job I've ever had.
- 4 Having worked in the for ten years, I have extensive sales experience.
- 5 In an attempt to improve the management have agreed to compromise in their negotiations with the union.