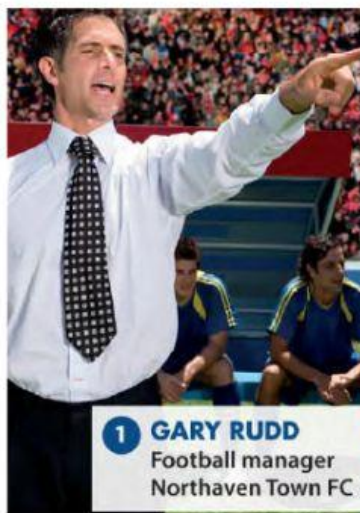




How do you start your day? What is your early day routine?

'How I stay calm' – by people in stressful jobs

Look at the pics. Which jobs do you think are the most/least stressful? Which you most/least like to do? Why?



3.2

Listen to four people talking about their job. Answer the following questions.

What do they find stressful about their job?

What do they do to relax or stay calm?

What are they doing at the moment?

Who's that? Simple and continuous

3.5 It's Sarah's first day in the new job. Listen to Josh talking to her about the people in the pic. What are their names and their jobs? What is said about each person?



Names	Job titles
<input checked="" type="checkbox"/> D Nigel	Human resources (HR) manager
<input type="checkbox"/> Matthew	CEO (Chief Executive Officer)
<input type="checkbox"/> Edward	Information technology (IT) manager
<input type="checkbox"/> Helena	Accountant
<input type="checkbox"/> Christina	Personal assistant (PA)
<input type="checkbox"/> Jenny	Sales director

Describe what are the people doing in the pic? What are they wearing?

Match a job with a description and a current project.

Job	Job description	Current project
CEO	is in charge of budget and cash flow	buying new hardware
PA	negotiates prices and contracts with customers	recruiting new staff
Accountant	runs IT support team	preparing to visit customers in China
Sales director	is responsible for running the whole company	organizing hotel bookings for the sales conference
IT manager	looks after personnel and their conditions for employment	writing the annual financial report
HR manager	makes appointments and arrangements	discussing plans and targets with the Board of Directors

Correct the wrong sentences.

- 1 Are you understanding what I'm saying?
- 2 I'm enjoying the course. It's great.
- 3 What are you thinking about?
- 4 I'm thinking you're really nice.
- 5 I'm not believing you. You're telling lies.
- 6 I'm knowing you're not agreeing with me.
- 7 I hear you have money problems.
- 8 We're so worried. We're owing a lot of money.

Read and discuss the statistics

Statistics about jobs and money in the UK

- 1 The average worker **pays/is paid** £27,000 a year. 
- 2 The average family **pays/is paid** £730,000 in tax in their lifetime. 
- 3 19% of the workforce **employed/are employed** by the state. 
- 4 The biggest employer is the *NHS, with 1.7 million workers. However, many NHS jobs **are cut/are being cut** at the moment. *NHS – National Health Service
- 5 The workforce **makes up/is made up** of 53% men and 47% women. 
- 6 Women **earn/are earned** on average 9.6% less than men for full-time work. 
- 7 91% of fathers **take/are taken** time off after the birth of their baby.
- 8 On average, children aged 8–15 **give/are given** £6.35 pocket money every week. 
- 9 80% of British households **own/are owned** a car. 
- 10 On average, every adult **owes/is owed** £28,900 in debt.

Form

to be + past participle

The tense of the verb *to be* changes to make tenses in the passive.

Are you being served? (Present Continuous)
My car is insured with ASM. (Present Simple)
Were you taken to visit the cathedral? (Past Simple)
I've been invited to a wedding. (Present Perfect)
I'd love to be introduced to a film star. (Passive infinitive)

Use

Passive sentences move the focus from the subject to the object of active sentences.

Shakespeare wrote *Hamlet* in 1601 while he was living in London.
Hamlet, the most famous play in English literature, **was written** by William Shakespeare.

We choose the active or the passive depending on what we are more interested in.

By and the agent (the subject in the active sentence) are often omitted in passive sentences if ...

... the agent is not known: **I was burgled** last night.
... the agent is not important: This bridge **was built** in 1886.
... the agent is obvious: **I was fined** £100 for speeding.

The passive is associated with an impersonal, formal style. It is often used in notices and announcements.

Customers **are requested** to refrain from smoking.
It **has been noticed** that reference books **have been removed** from the library.

Put the verbs in the **Present passive, Simple, or Continuous**.

- 1 'Can I help you?' 'I **'m being served** (serve), thank you.'
- 2 A lot of manufactured goods _____ (make) in China.
- 3 'Why are you getting the bus?' 'My car _____ (service).'
- 4 _____ service _____ (include) in the bill?
- 5 Nearly 50% of the food we buy _____ (import).
- 6 The banking industry in the UK _____ (situate) in London.
- 7 The hotel is closed while the bedrooms _____ (redecorate).
- 8 Footballers _____ (pay) far too much money.

Who earns how much?

- 1 Look at the chart. Which of the jobs do you think are the most beneficial to society? Put them in order of importance, with number 1 being the most useful.

Who earns how much in Britain?*



Listen to four people talking about their work. Can you work out what their jobs are? What do they find difficult in their job?