VOCABULARY AND GRAMMAR

1 Find the odd word out in each group. Say why it is different.

1 firefighter librarian miner police officer
The other jobs are dangerous.
2 boss candidate career co-worker
3 babysitter engineer lawyer pilot
4 factory hairdresser journalist politician
5 agriculture company construction health care
6 confident mature prospects reliable

2 Match the jobs with the workplaces.

1 ☐ architect	a building site
2 ☐ guide	b department store
3 ☐ mechanic	c garage
4 ☐ nurse	d hotel
5 ☐ receptionist	e museum
6 ☐ shop assistant	f nursery
7 ☐ secretary	g office
8 ☐ teacher	h restaurant
9 ☐ waiter	i surgery

3 Complete the text with the verbs from the box.

apply be consider do earn ~~find~~ get have look work

Tips to help you [1]find a job

- Don't [2]_____ for just one job, send off lots of applications.
- In your job application, mention the personal qualities you [3]_____ yourself to have and say that you [4]_____ forward to attending an interview.
- Don't begin a job interview by asking how much you [5]_____ paid or how often you can [6]_____ a break.
- Think about working part-time. You won't [7]_____ a lot of money but you will get experience.
- It's a good idea to [8]_____ volunteer work. You learn to [9]_____ in a team and it looks good on your CV.
- Perhaps you would like to [10]_____ your own boss? Think about the advantages of becoming self-employed.

4 Match the adjectives from the box with the definitions. There are two extra adjectives.

chatty creative enthusiastic fit hard-working patient ~~punctual~~ sociable

1 Always on time. *punctual*
2 Full of interest.
3 Enjoys talking.
4 Good at thinking of new ideas.
5 Doesn't mind waiting.
6 Good with people.

5 Complete the sentences with the correct forms of the verbs in brackets.

1 He *started* (start) a new job last Tuesday.
2 She _____ (be) off work since last Tuesday.
3 I _____ (only/work) here for two weeks but I love it.
4 I _____ (lose) my job two weeks ago.
5 _____ (you/ever/have) a part-time job?
6 The café _____ (not open) yet.
7 I like your earrings. How long _____ (you/have) them?
8 We _____ (already/have) this car for ten years.

6 Choose the correct words to complete the conversation.

Ms Hay How [1]*long / long ago / much* have you been with us?
Rob I've been here [2]*for / from / since* almost six months now. I started [3]*for / last / on* September.
Ms Hay Have you [4]*always / ever / just* thought about applying to be a manager?
Rob No, I [5]*don't / hasn't / haven't*, to be honest. Why?
Ms Hay Well, because you [6]*already / always / ever* work hard and you're clever.
Rob But I've [7]*didn't / never / yet* been to university. I haven't studied Maths [8]*for / since / yet* I left school.
Ms Hay That doesn't matter. We started our own training programmes six months [9]*ago / long ago / since*. Have you started studying French [10]*ever / just / yet*?
Rob Yes, I've [11]*always / ever / just* started a course at the college. I haven't done any exams [12]*before / never / yet* but I've [13]*already / last / never* learnt quite a lot.

USE OF ENGLISH

7 Complete the second sentence using the word in bold so that it means the same as the first one. Use no more than three words including the word in bold.

STRATEGY | Key word transformations

Remember that there is a word limit. Always check the number of words because if you have too many, it may mean that you have gone wrong somewhere.
A contraction (e.g. don't) counts as two words, not one.

1 The last time I saw him was in 2014. **NOT**
I have *not seen him* since 2014.
2 You applied for that job last month. **ALREADY**
You _____ for that job.
3 I still need to write it. **YET**
I haven't _____.
4 When did you become a student? **LONG**
_____ you been a student?
5 Do you work in a shop now or did you work in a shop at any time in the past? **EVER**
_____ worked in a shop?

Use of English > page 187

LIVEWORKSHEETS