

## 17

Read the prompts and fill in the gaps

|   |  |  |  |  |
|---|--|--|--|--|
| When you finish your studies then you try to A ___ F ___ a job  | So their (trabajo actual) C ___ job is this  | This unit is about work or J ___ or E ___ (in a country) or at school = a P ___        | You have to be careful (sensible) is S ___ and (sensato) is S ___                                    | After GCSEs you got these options: A-L ___ V ___ T ___ and A ___ |
| Two Jobs: E ___ = he prepares a dead body. S ___ C ___ = he cleans pipes with dirty water from houses | But setting up a business R ___ some I ___ (=requiere alguna inversión)            | If your aren't successful you ___ (no debes abandonar)                                 | Josh goes to a S ___ school to study drama. It's important to S ___ from the C ___ = (hacerse notar) | Trabajo en el turno de noche y hago horas extras = _____         |
| If you want to (Poner un negocio) S ___ U ___ a B ___   | Policemen use them T ____, H ___ and guns and W ___                                | L ___ Piece of paper containing useful information about jobs, travel, or other topics | You always have to be friendly and (Cariñoso) C ___  | You need to improve some S ___ like IT and Languages             |
| Two job sectors: selling things = R ___ and Providing food for others = C ___                         | Some people need to practise the profession so, they work as I ___ or T ___ first. | Firemen P ___ fires O ___ and use H ___ and H ___ to take water from                   | Karen and John were doing Work Experience. The place they work in is the P ___                       | Llevo una tienda de ropa = I _____                               |
| This person delivers letters to your house P ___  | When you get a diploma or a degree, this are your Q ___ for a CV                   | Two words for "Becas" – G ___ and S ___  | The person who tells them what to do in their Jobs there are M ___                                   | Who writes the references? A R ___                               |

## 18

Read the prompts and fill in the gaps

1. You have to invest money
2. He started an online
3. with written
4. Apps and new technologies
5. He shared his idea with his girlfriend
6. She said it was
7. He received orders
8. three months later he sold it
9. he continued to
10. He expanded the
11. The media also
12. if you have something important to tell
13. a gift your friend
14. Use the tips from
15. Be certain about your goal
16. to make it
17. And you mustn't

- a) but she wasn't convinced
- b) to set up a business
- c) and do whatever it takes
- d) retail options to other countries
- e) the stupidest idea she had ever heard
- f) send a personalized potato by post
- g) business which delivers potatoes
- h) will never forget
- i) worth 2000\$ just the second day
- j) give up, ever
- k) messages
- l) happen and
- m) grow the business and
- n) those who have already done it
- o) took interest in the idea
- q) are going to revolutionize business
- r) to a Californian entrepreneur

## 19

What do they do?. Write a description

A baker is a person who \_\_\_\_\_

A hairdresser is a person who \_\_\_\_\_

A cashier is a person who \_\_\_\_\_

- A fireman \_\_\_\_\_
- A policeman \_\_\_\_\_
- A mechanic \_\_\_\_\_
- A waiter \_\_\_\_\_
- A mover \_\_\_\_\_
- An architect \_\_\_\_\_
- A nurse \_\_\_\_\_
- A postwoman \_\_\_\_\_

20

Match both halves to create jobs

- computer
- hotel
- driving
- newspaper
- opera
- rock
- film
- aircraft
- ballet
- construction
- lorry
- wedding
- dancer
- photographer
- manager
- singer
- programmer
- worker
- driver
- director
- editor
- instructor
- musician
- technician

21

Applying for job. Fill in the gaps with the words in bold

references      short-list      experience      vacancy      qualifications  
fill in      interview      applicants      apply      application forms

In times of high unemployment there are usually very many (a) \_\_\_\_\_ when a (b) \_\_\_\_\_ is advertised. Sometimes large numbers of people (c) \_\_\_\_\_, and send off (d) \_\_\_\_\_ for a single job. It is not unusual, in fact, for hundreds of people to (e) \_\_\_\_\_ to a firm for one post. This number is reduced to a (f) \_\_\_\_\_ of perhaps six or eight, from whom a final choice is made when they all attend an (g) \_\_\_\_\_. Very possibly the people interviewing will be interested in the (h) \_\_\_\_\_ the candidates gained at school or university and what (i) \_\_\_\_\_ they have had in previous jobs. They will probably ask for (j) \_\_\_\_\_ written by the candidates' teachers and employers.

22

Choosing the right job. Fill in the gaps with the words in bold

commute      salary      prospects      promotion      retire  
pension      ambitious      perks      increments      commission

Job satisfaction is important but I have a wife and baby so I have to think about money too. If a job interests me, I need to know what (a) \_\_\_\_\_ it offers and also whether there are regular annual increases, called (b) \_\_\_\_\_. I want to know if I will receive a (c) \_\_\_\_\_ when I (d) \_\_\_\_\_ at the age of 60 or 65. If the job is selling a product, I ask if I'll receive a percentage of the value of what I sell, called (e) \_\_\_\_\_. It is also important to know if there are extra advantages, like free meals or transport, or the free use of a car. These are called (f) \_\_\_\_\_ or fringe benefits. Are the future (g) \_\_\_\_\_ good? For example, is there a good chance of (h) \_\_\_\_\_ to a better job, with more money and responsibility? Is the job near my home? If it isn't, I'll have to (i) \_\_\_\_\_ every day and this can be expensive. I am very keen to be successful. I am very (j) \_\_\_\_\_. I don't want to stay in the same job all my life.

23

Use a preposition to fill in the gaps

at    in    for    to    as    off    of

- (a) I'm interested \_\_\_\_\_ this job.
- (b) What did you study \_\_\_\_\_ university?
- (c) He has applied \_\_\_\_\_ Lufthansa \_\_\_\_\_ a job \_\_\_\_\_ an office manager.
- (d) This job advertisement looks interesting. I'll send \_\_\_\_\_ an application form.
- (e) Have you filled \_\_\_\_\_ the form yet?
- (f) You must send \_\_\_\_\_ the form by 20 May.
- (g) He's been \_\_\_\_\_ that job for two years.
- (h) She retired \_\_\_\_\_ the age of 60.
- (i) A commission means you get a percentage \_\_\_\_\_ what you sell.
- (j) The use \_\_\_\_\_ a company car is a nice perk to have.
- (k) The sixty applicants were reduced \_\_\_\_\_ a short-list of four.