

## Words connected with the world of work

1 2.02 Write a word or phrase from the box in each gap. Listen and check.

resign | retire

1 You do this when you formally state that you are leaving a job permanently. \_\_\_\_\_  
 2 You do this when you stop working because you are officially too old to work. \_\_\_\_\_

bonus | salary | tip | wage

3 This is the fixed amount of money you get paid monthly or yearly. \_\_\_\_\_  
 4 This is a small amount of money you get for providing good service. \_\_\_\_\_  
 5 This is an extra payment some companies make, for example, at Christmas. \_\_\_\_\_  
 6 This is the amount of money you get according to how many hours or days you work. \_\_\_\_\_

off sick | on maternity/paternity leave  
 on strike | unemployed

7 You are this when you stop working to protest about pay or conditions in the workplace. \_\_\_\_\_  
 8 You are this when you don't have a job. \_\_\_\_\_  
 9 You are this when you are away from work after the birth of a child. \_\_\_\_\_  
 10 You are this when you don't go to work because you are ill. \_\_\_\_\_

## Phrasal verbs

2 2.03 Write a phrasal verb from the box in the correct form to complete each sentence. There are two extra phrasal verbs you do not need. Listen and check.

burn out | copy in | fill in for | get ahead  
 key in | lay off | take on | work up

1 The company is growing so they've decided to \_\_\_\_\_ an extra hundred workers.  
 2 I'm really ambitious and will do whatever it takes to \_\_\_\_\_ and be successful.  
 3 The receptionist \_\_\_\_\_ my name and waited for my booking to come up on the screen.  
 4 One of the other waiters asked me to \_\_\_\_\_ him while he made a call.  
 5 I joined the factory as an intern and \_\_\_\_\_ my way \_\_\_\_\_ to being the team leader.  
 6 Don't work late so often – you don't want to \_\_\_\_\_ before you're 30!

3 Write a sentence for each of the extra phrasal verbs in the box in Exercise 2 showing how we use them.

1 \_\_\_\_\_  
 2 \_\_\_\_\_

## Collocations with go and get

4 2.04 Write go or get to complete each phrase. Listen and check.

1 _____ a placement	7 _____ abroad
2 _____ bankrupt	8 _____ crazy
3 _____ fired	9 _____ lost
4 _____ missing	10 _____ quiet
5 _____ ready	11 _____ the impression
6 _____ the sack	12 _____ upset

5 2.05 Use eight phrases in the correct form from Exercise 4 to complete the email. There may be more than one correct answer for some gaps. Listen and check.

To: Lee Subject: First Day!

Hi Lee,

Well, the first day of my work experience is over! I told you I (1) \_\_\_\_\_ in an office, and maybe from my description you (2) \_\_\_\_\_ that it was my dream work experience placement. Well, today was a nightmare!

I was so excited when I (3) \_\_\_\_\_ for work this morning. And guess what? I (4) \_\_\_\_\_ on the way to the office! I ended up in completely the wrong building. I was late, and the manager (5) \_\_\_\_\_ with me because I'd missed my induction meeting with the whole department. And then an important file (6) \_\_\_\_\_ and it took me an hour to find it. After that, my head was all confused and I had so much to do that I thought I would (7) \_\_\_\_\_. I didn't manage to do it all, and the manager wasn't happy.

So, I almost (8) \_\_\_\_\_ on my first day! Imagine that – losing your job before you've even started! Let's hope the rest of my work experience is better!

Mel

### SAY IT RIGHT

Resource centre: Unit 6  
 Stress in phrasal verbs (3)



THINK

RESEARCH | CULTURE | LEARN | ME

What do you think an office job is like?

What skills do you need to work in an office?