

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

- You do this when you formally state that you are leaving a job permanently. _____
- You do this when you stop working because you are officially too old to work. _____

bonus | salary | tip | wage

- This is the fixed amount of money you get paid monthly or yearly. _____
- This is a small amount of money you get for providing good service. _____
- This is an extra payment some companies make, for example, at Christmas. _____
- 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

- You are this when you stop working to protest about pay or conditions in the workplace. _____
- You are this when you don't have a job. _____
- You are this when you are away from work after the birth of a child. _____
- 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

- The company is growing so they've decided to _____ an extra hundred workers.
- I'm really ambitious and will do whatever it takes to _____ and be successful.
- The receptionist _____ my name and waited for my booking to come up on the screen.
- One of the other waiters asked me to _____ him while he made a call.
- I joined the factory as an intern and _____ my way _____ to being the team leader.
- 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.

- _____
- _____

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?