

Work

Task 1. VERBS

Read the text in the box below and match the words in bold with their definitions underneath. Use your dictionary to check your answers.

Brian James left University and decided to **apply for** a job which he saw advertised in the paper. He **filled in** the application forms and, a few weeks later, was asked to **attend an interview**. He was offered the job that same day.

As he lived in a small town outside the city, he had to **commute** every day. He was good at his job and very soon was **promoted**. However, the company he worked for was having problems. Two people were **dismissed** for stealing and two of their friends **resigned** in sympathy, the directors decided to **lay off** five more because the company couldn't afford to keep them, and the managing director decided to **retire** early. The atmosphere was so bad that Brian eventually decided to **hand in his notice**.

1. to give up a job.
2. to ask for a job, usually by writing a letter.
3. to be removed from a job, usually because you have done something bad.
4. same as 1.
5. to stop work and take a pension, usually when you are in late middle age.
6. to write in the empty spaces on a form.
7. to be given a better job in the organization you work for.
8. to be questioned by one or more people when you are applying for a job so that they can decide if you are suitable for that job.
9. to travel to work from home each day, usually from one town to another.
10. to be dismissed from your job for a time until more work is available.

Task 2. NOUNS

Read the text which follows and fill in the gaps with an appropriate word from the box below. Use your dictionary to help you. In some cases, more than one answer is possible.

commission • prospects • candidates • references • manager • salary
promotion • applicants • increment • vacancy • employee
perks • qualifications • shortlist • pension • salesman

A computer company had a (1)_____ for position of (2)_____, and decided to advertise for a new (3)_____. A lot of (4)_____ with good (5)_____ and (6)_____ applied for the job, and after all the interviews had finished, the directors made a (7)_____ of the best (8)_____, then invited them to come back for another interview.

The person who eventually got the job was very happy. After all, he would receive an annual (9)_____ of £25,000, with a 5% (10)_____ twice a year, a 15% (11)_____ for each computer he managed to sell, excellent (12)_____ such as private health insurance and a company car, a company (13)_____ to make sure he would be well-off when he retired, and the chance of (14)_____ from salesman to sales (15)_____ if he was successful. All in all, his future (16)_____ looked very good.

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Task 3. IDIOMS, COLLOQUIALISMS AND OTHER EXPRESSIONS

Match the sentences on the left with an appropriate sentence on the right. The sentences on the right include an idiom or colloquialism connected with work in bold. Use your dictionary to help you.

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| 1. My brother is a manual worker in a factory. | (A) She's always been a high-flyer . |
| 2. My cousin is a secretary in an office. | (B) He put in for a rise . |
| 3. I need to do some more hours at work so that I can make more money. | (C) Like me, he's a blue collar worker . |
| 4. The train drivers are refusing to work. | (D) He's such a slave driver ! |
| 5. I work from 10.00pm to 6.00am. | (E) I'm glad to say it's business as usual . |
| 6. I work for a very small amount of money. | (F) Of course, I get paid more for working the night shift . |
| 7. Jo is unemployed and receiving unemployment benefit. | (G) If he continues like that, he'll burn himself out . |
| 8. Jim applied to his boss for more money. | (H) I really hate working for peanuts . |
| 9. Our boss makes his staff work too hard. | (I) I think I'll ask if I can work overtime . |
| 10. Bob works too hard. Yesterday, he started at 7.30 in the morning and didn't finish until almost midnight! | (J) They've decided to come out on strike . |
| 11. Our company director was given a large sum of money when he retired before the end of his contract. | (K) I hate it when I have to carry the can for someone else. |
| 12. Sarah has great potential and ambition. | (L) I wish I could get a golden handshake like that! |
| 13. My boss made a mistake and made me take responsibility for it. | (M) Like me, he's a white collar worker . |
| 14. Our company is still working in the usual way in spite of difficulties. | (N) I always knew he'd get fired one day. |
| 15. Steve has an unusual job; he looks for top managers and offers them jobs in other companies. | (O) He's a headhunter . |
| 16. Have you heard? John has been dismissed for coming late all the time. | (P) There's nothing worse than being on the dole . |