

UNIT 2: JOBS AND WORK

VOCABULARY jobs and work

7 Choose the correct options (in italics) to complete the sentences.

- 1 We read candidates' CVs and discuss which ones might be *convenient* / *suitable*. Then we invite them to come for an *interview* / *interrogation*.
- 2 Personal *qualities* / *qualifications* such as enthusiasm and *motivation* are just as *important* as formal *education* / *qualifications*.
- 3 This *job notice* / *advertisement* looks really interesting.
- 4 We have a (an) *overtime* / *flexitime* system at work. We all work 35 hours a week but can organise exactly when we work *those hours*.
- 5 The company *recruits* / *applies* six graduates on its management *employee* / *trainee* programme every year.
- 6 We were forced to *make her redundant* / *sack her* because she kept arriving late.
- 7 The Minister of Health was forced to *hand in his notice* / *resign* over the hospital scandal.
- 8 The *salary* / *wages* isn't great but there are lots of great *perks* / *pay rises*, such as health insurance and other benefits.

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8 Complete the phrasal verbs in these sentences with a particle from the box.

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- 1 If you would like to apply for the job, simply **fill** _____ the online application form.
- 2 Petra deals _____ some of our most important clients and handles their accounts.
- 3 He is looking _____ staff. He always takes _____ extra staff during the holiday season.
- 4 I sent _____ my CV and a letter of application but they never wrote _____.
- 5 Terrible news ... the factory is laying _____ three hundred people; the jobs are going overseas.
- 6 They offered me the job but I turned it _____ when I found _____ the salary was too low.

LISTENING talking about jobs

9 2.1 Listen to eight people talking about jobs. Which speakers (1–8) say how they got the job? Which say what the job is like?

PAPER 3, PART 1 multiple choice texts

10 2.1 Listen again, and for questions 1–8, choose the best answer (A, B or C).

- 1 How did the woman find out about the job?
 - A through a friend
 - B from a job agency
 - C from a charity
- 2 Why did the man choose this kind of work?
 - A because his father did it
 - B because he likes working on farms
 - C because it was well-paid
- 3 Why did the speaker get the job?
 - A because very few people want to work in advertising and marketing
 - B because she attended an interview
 - C because the interviewer was her old boss
- 4 What is the speaker's main responsibility?
 - A attending meetings
 - B writing up the sports results
 - C reporting the local news
- 5 What does the woman think about training?
 - A It's a waste of time.
 - B It's useful.
 - C It's more useful than learning on the job.
- 6 What was the woman's problem when she started?
 - A Some staff didn't like her.
 - B She didn't have the right skills for the job.
 - C Some staff didn't believe she had the right skills.
- 7 What does the employee want?
 - A a pay rise
 - B a company car
 - C overtime
- 8 Where does the artist work?
 - A he doesn't say
 - B on TV
 - C from home