

► Jobs and responsibilities

1 Write the name of jobs using the suffixes given and put them in the correct columns. Then add more jobs under each heading.

law	journal	reception	act	electricity	assist	account	politics	cash
pharmacy			economy	instruct	travel	agency		

-ian

-ant / -ent

-er / -or

-ist

PREPOSITIONS

5 Complete the questionnaire with the correct prepositions.

QUESTIONNAIRE

- 1 Where would you start to look _____ a job?
- 2 Would you like to work _____ a team or work alone?
- 3 Would you prefer to work _____ a large or a small company?
- 4 Are you good _____ working _____ pressure?
- 5 Would you like to be in charge _____ other people?
- 6 What do your parents do _____ a living?
- 7 Do you enjoy taking responsibility _____ other people?
- 8 Do you think it's important to like the people you are working _____?
- 9 Would you like to work _____ an office or outside?

ADJECTIVES

7 Choose the correct adjectives to complete the sentences.

- 1 My job is **so boring / tiring** that I go to bed exhausted at 9.00 every night! 1)
- 2 My job is **mental / manual**, so I use my hands rather than my brain. 2)
- 3 My job is very **stressed / stressful** and I get headaches worrying about it all the time. 3)
- 4 My job is **repetitive / repeating** and I do the same thing again and again. 4)
- 5 My job is **safe / dangerous** and I have to wear safety clothes and a helmet at all times. 5)
- 6 My job is **skilled / skilful** and I had to train hard before starting it. 6)

9 Complete the sentences with the correct adjectives.

Some letters have been given. Write full words

- 1 A job that is very satisfying is re_____.
- 2 A job that is repetitive and boring is mo_____.
- 3 A job that is difficult, but enjoyable and interesting is ch_____.
- 4 A job that makes you want to work is mo_____.
- 5 A job that gives you no chance of getting promoted is d_____.
- 6 A job that isn't very difficult is unde_____.

12 Read definitions 1–8 and complete the words. Some letters have been given. Write full words

- 1 a person you work with: c_____e
- 2 extra money a waiter gets from a customer: t_____p
- 3 what you pay to the government: t_____x
- 4 where you work: w_____e
- 5 extra money given by your boss if the company does well: b_____s
- 6 when you officially finish work in your sixties: r_____t
- 7 the money you get from working or from investing money: i_____e
- 8 the opposite of a temporary job: p_____t

11 Choose the correct words to complete the forum entry.

Job hunting – tips, please!



BusyBee3



I need some help, please! I (1) quit / finished my job last week because it was very (2) badly waged / badly paid and I had to work long hours and (3) do / make a lot of unpaid (4) overtime / extra time! I didn't want to (5) change / replace jobs because I really enjoyed the work, but I need to (6) work / get a job where I can (7) win / earn a good salary and where the (8) hopes / chances of promotion are better. So, now I need to find work. Any ideas? Anything, even (9) half- / part- time as long as I don't have to work (10) periods / shifts!

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

13 Match the parts of the sentences.

- 1 I get anxious every year when I have
- 2 My dad decided to take
- 3 If you really need some time off, you can take
- 4 People need to start paying into
- 5 My brother hates working at night but sometimes he has to do
- 6 Instead of going to university, some students choose to serve
- 7 Read it carefully before you sign
- 8 It's important for employees to get

A an apprenticeship.
 B a pension scheme when they begin work.
 C the graveyard shift.
 D my appraisal with the boss.
 E early retirement when he was fifty.
 F unpaid leave.
 G a contract.
 H regular feedback on their performance.

6 Match the words in boxes A and B to make compound adjectives. Then choose three words and write your own sentences.

A

badly
 money-
 best-
 self-
 part-

B

time
 paid
 making
 employed
 paid

18 Complete the text with the correct words in the box.

offer keep apply date reject do
covering fill short qualifications
deadline experience

JOB INTERVIEW IN 12 STEPS

OK. So, you've seen a job you want to (1) _____ for. What next? Well, firstly, (2) _____ in the application form carefully and if it's online, print it out so that you (3) _____ a record of what you've written. Then make sure that your CV is up-to- (4) _____, with all your school and college (5) _____ and relevant work (6) _____. Write a (7) _____ letter to send with the CV and the application form and be sure to send them in before the (8) _____. If the company is interested in you, they will put you on a (9) _____ list and arrange an interview. If you (10) _____ well in the interview, they may (11) _____ you the job! But think very carefully about the pay and conditions before you accept or (12) _____ the offer.

19 Complete the explanations with the correct words. Some letters have been given. Write full words

2 Put the words in the box in the correct column.

Then add one more expression to each group.

afterwards previously earlier on
later on subsequently as a consequence
as a result simultaneously while beforehand

after	before	at the same time	because of

20 Choose the correct prepositions to complete the online advice comments.

1 Always take on / up at least one of your candidate's references.	1)
2 It's a good idea to check out / off a company before your interview so that you know what questions to ask.	2)
3 If you feel that you would be happier in another job, you should hand out / in your notice.	3)
4 Starting on / up your own business can involve a lot of hard work.	4)
5 Calculate carefully how many extra staff you need to take on / in before advertising new positions.	5)
6 If you've been made redundant, sign over / on immediately to avoid losing benefit.	6)
7 It is usually better to negotiate with your boss than to go for / on strike.	7)
8 If a new employee is taking over / away from someone else, make sure they are given all the information they need.	8)

Fish for words

5 Choose the correct words to complete the sentences.

- 1 I would never take **up** / **out** a job in a factory. 1)
- 2 I often **think** / **wonder** what I'll be doing in five years' time. 2)
- 3 I think it's better to spend your money in your lifetime rather than leave an **inheritance** / **investment** to your family. 3)
- 4 The company **started** / **launched** a new app last week. 4)
- 5 At some **moment** / **point** in the future, I would like to live in another country for a while. 5)
- 6 I don't like **routine** / **regularity**; I prefer to do different things every day. 6)

3 Complete a student's story with the expressions in the box.

I felt very proud of myself At first
I was a bit unsure It happened not so long ago.
to my surprise I had prepared

(1) _____ Our English teacher asked us to interview someone who already worked to find out how it felt to earn your own money. (2) _____ I didn't know what to do but then I had an idea. My neighbour is a photographer and I thought he would be a good candidate. (3) _____ if he was going to agree, but fortunately, he did. (4) _____ some questions before I went to see him. I was quite stressed out, but (5) _____, our conversation was just great. I learned a lot about his work and (6) _____.

PRACTICE TASK**Sentence completion**

2 Complete the sentences (1-4) with the correct forms of the words in brackets. Add any other words (eg prepositions, articles) necessary to produce logical and grammatically correct sentences. The correct spelling is required. Do not change the order of the words given. You must use no more than 6 words, including the words given.

- 1 I'm not sure I'm communicative enough to work as a shop assistant. Good interpersonal skills (regard / essential) _____ in this job.
- 2 I'm sorry I didn't answer the phone. When you rang, I (work on) _____ my first CV.
- 3 I think my first day at work will be stressful. I (not / use / work) _____ for eight hours a day!
- 4 (I / just / graduate) _____ university when I got my first job offer. I felt very lucky!

PRACTICE TASK**Sentence completion**

3 Complete the sentences (1-4) with the correct forms of the words in brackets. Add any other words (eg prepositions, articles) necessary to produce logical and grammatically correct sentences. The correct spelling is required. Do not change the order of the words given. You must use no more than 6 words, including the words given.

- 1 It (be / better) _____ I hadn't taken up this job. I've got no time for my friends now.
- 2 Who (suppose / tell) _____ what to do? There's no one around to ask!
- 3 I find this job very hard. (I / not / use / do) _____ creative work.
- 4 (I / not / capable) _____ doing this job ever in my life. It's far too demanding, so I'm not going to apply.