Work ➡ or AJ____/E_____ or L____/P____

Read the prompts and fill in the gaps with a suitable word related to work

Brian James left University and decided to [____] a job which he saw advertised in the paper. He [____] the application forms and, a few weeks later, was asked to [____] He was offered the job that same day.
As he lived in a small town outside the city, he had to [____] every day. He was good at his job and very soon was [____]. However, the company he worked for was having problems. Two people were [____] for stealing and two of their friends [____] in sympathy (☞sympathy, def b), the directors decided to [____] five more because the company couldn't afford (☞afford) to keep them, and the managing director decided to [____] early. The atmosphere was so bad that Brian eventually decided to [____]

2 **Use the words in the box to fill in the gaps in the text below**

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 (☞ 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.

3 **Saying what you do**
Complete the Prepositions column.

1 I **work** [____] a multinational company.
2 I **work** [____] a manager.
3 I'm [____] **charge** [____] the marketing department.
4 I **work** [____] a factory.
5 I'm **responsible** [____] customer loans.
6 I'm [____] **school / university**.
7 I'm [____] **my third year**.

4 **Adjectives describing a job**

A Everything takes a long time and it's boring. [____]
B I have to do exactly the same thing every day. [____]
C It makes me happy because I think it's useful and important. [____]
D It tests my abilities and keeps me motivated [____]
E It's very high pressure, requires a lot of skill and you have to work long hours. [____] [____]
F The kind of work I do and the people I work with make me want to work harder / do better. [____]

5 **People**
Write two more jobs in each column.

-er	-or	-ist
lawyer /'lɔːjə/	actor	psychologist
plumber	conductor	scientist

-ian	others
electrician	accountant
librarian	chef /ʃef/

6 **People (P), object (O) or tool (T)**

typewriter   interviewer   porter   border   hanger
customer   saucer   lawnmower   screwdriver   cashier
ladder   lawyer   hammer   cooker   bouncer   grocer
flyover   rubber   plumber   slipper   container
counter   butcher   folder   composer   powder
photographer   shower

7 Collocations

1 I'm a manager. **I'm in ch[_____]** of the sales department. I have to **d[_____]** **with** some very difficult clients. **I'm** also **res[_____]** **for** publicity. **I'm o[_____]** work at the moment. **I'm on maternity l[_____]**

2 I'm part of a **t[_____]** I always work with other people. **I have** the **o[_____]** to travel, which is something I appreciate. **I have** good **pr[_____]** in this job. I think I can go far. I'm hoping to **get pr[_____]** **to [___]** of department next year.

4 **I was s[_____]** / **f[_____] from** my last job. My boss didn't like the way I worked. Now **I'm s[_____]** I **r[_____]** my own business and I'm much happier. I only **work** **p[_____]-t[_____]**, from 10.00 to 2.00, and in the afternoon I'm doing an Open University course.

3 I'm hoping to **get a r[_____]**. I think my salary is very low. It's a **temp[_____]** **job** – I'm only **on a short-t[_____]** **contract**, so **I have** no job **sec[_____]**.

5 **I was made re[_____]** There were too many workers and the company was losing money. **I've been o[_____]** **of work** for three months now, but I hope to find a job soon. I've been **doing** some **vol[_____]** **work** at the local community centre. **It's** **un[_____]**, but at least **I'm getting** some more work **exp[_____]**

8 Occupations

A) Complete the table with the words from the box

Arranges	makes	works	controls	collects	treats
sells	delivers	make	deals	sells	

1.A traffic Warden _____ parking and parking meters
2.A dustman _____ rubbish from peoples houses
3.A window dresser _____ shop window displays
4.A estate agent _____ people buy and sell houses
5.A secretary _____ with office correspondence and records
6.An undertaker _____ arrangements for funerals
7.A bricklayer _____ brick buildings and walls
8.A civil servant _____ in a government ministry
9.A vet _____ sick animals
10. A newsagent _____ newspapers and magazines from a shop
11.A midwife _____ babies

B) Now, What's the job?

1. Loads and unloads ships in a port _____
2. Sells valuable objects at an auction _____
3. Test people's eyes and sells glasses _____
4. Represents his country at an embassy _____
5. Prepares books for publication _____
6. treats people's feet _____
7. manages a museum _____
8. designs the inside of houses _____
9. coal from under the ground _____
10. buys and sells shares _____
11. drives someone's car for them _____

9 Complete the text with a word formed from the word in CAPITALS in each gap.

This year, (1) ......productivity..... in the factory has suffered because of a lack of expert technical knowledge. As a result we have made very substantial (2) .... in sending employees on training courses. The fact remains that it is becoming increasingly difficult to get skilled labourers with the right (3) .... , experience, and above all, (4) .... The company has also suffered this year from the industrial (5) .... in November, which saw 340 union members walk out in a pay dispute. Union (6) .... eventually sat down with management and negotiated a four per cent pay rise, but five working days were lost. We also now recognize the need to (7) .... in some areas, and our management (8) .... , Prior and Young, have identified the need for at least three departments to be (9) .... It is thought that this will mean the loss of between six and ten jobs, though the exact figures will be (10) .... in the next report.

PRODUCT
INVEST
QUALIFY
EXPERT
ACT
REPRESENT
ECONOMY
CONSULT
STREAM
CLEAR

10 Match the names of jobs in A, with the tools/equipment used in B. More than one answer may be possible.

A	B
mechanic	tray
doctor	brush
teacher	rifle
painter	spanner
dustman	net
farmer	spade
waiter	instrument
dentist	thermometer
hairdresser	whistle
postman	dustbin
musician	broom
soldier	tape measure
fisherman	scissors
gardener	typewriter
electrician	bicycle
tailor	calculator
carpenter	drill
fireman	spoon
miner	blackboard
cleaner	tractor
accountant	screwdriver
cook	saw
police officer	hosepipe
secretary	lamp

Use the words on the right to fill in the gaps

working, sick, promotion, pension, covering, trial, career, job, claims, travel

description, letter, conditions, scheme, path, pay, prospects, expenses, form, period

Same or different?

1. career/post/degree/graduate

2. wages/salary/bonus/perks

3. staff/employer/employee/CEO/headhunter

4. skills/qualifications/training

5. dealer/salesman/client/foreman

Dear David,

You'll never guess what's happened – I've only got a job! I saw an advert in the press for an administrative assistant at London Insurance, and sent in my CV and a (1) _covering letter_ , more out of curiosity than anything else. Well, to my surprise, I got an interview, and I managed to convince them that insurance is the (2) .... I intend to pursue. Apparently, they were impressed with my ambition, especially when I said I was looking for a job with good (3) ...., and a week later I was offered the job.

They seem to look after you well – for example, I was told to send in a (4) .... so that they could reimburse my (5) .... to the interview. It's little things like that which make all the difference. I was also impressed by the (6) .... at the office when I went for the interview. So I'm actually starting work on Monday! I've received my (7) .... now, and it all seems very favourable. After a (8) .... of one month, I'll be on a permanent contract with (9) .... and paid holiday. There's even a company (10) .... which I can join.

David, why don't you apply? They take on 20 new graduates each year. It would be right up your street.

Best wishes,
Fiona