

Match each job in box A with a place in box B. More than one answer may be possible.

A **cashier** farmer mechanic photographer receptionist cook hairdresser
miner pilot vicar dentist librarian musician porter waiter

B **bank** garage studio kitchen coal-mine cockpit hotel office
surgery salon field concert hall restaurant church library

cashier/bank.....

2 Match each job from the box with the sentence which best refers to the job.

accountant	chef	estate agent	plumber	refuse collector
firefighter	carpenter	vet		

- a) Yesterday I had to give an injection to an injured bull. *vet*.....
- b) I get rather tired of picking up rubbish all day.
- c) I can help you sell your house.
- d) I can make new doors for the wardrobe if you like.
- e) Make sure that the fish is fresh by looking at the eyes.
- f) I'll come round and replace all the pipes in the kitchen.
- g) Unless you keep the receipts you'll pay more tax.
- h) The cause was either an electrical fault or a cigarette.

3 Which person from 1 and 2 above would you need in each situation?

- a) One of the radiators has burst and flooded your bedroom. *plumber*.....
- b) You have to carry a lot of heavy bags at the airport.
- c) You think you need three fillings.
- d) Your fringe is too long and you want a perm.
- e) The floorboards in the living room need replacing.
- f) Your pet goat has started sneezing.
- g) You have read the menu twice and you are feeling hungry.
- h) Your car makes a funny whistling noise.

VOCABULARY 2 WORK AND EMPLOYMENT

4 Complete each sentence with a word from the box. Use the words more than once.

business job **living** work

- a) Jack makes his....**living**.... working as a journalist.
- b) She has just left to go to....., I'm afraid.
- c) They worked very hard and now have their own.....
- d) There are still nearly two million people without.....
- e) The cost of has risen greatly over recent years.
- f) Stop interfering! This is none of your.....
- g) Lucy has a very good..... in an international company.
- h) I can't come out tonight. I've got too much..... to do.
- i) Some.....-men came and dug a hole in the road outside.
- j) An early..... by Picasso was sold for £3,000,000.

5 Complete each sentence with a word from the box.

call draw fall get take come face fill **go** turn

- a) I think we should.....**go**.....over our plan again before we tell the managing director.
- b) Have you up with any ideas for advertising the new products?
- c) Our deal with the Chinese company maythrough, but we can sell the machinery to the German firm if necessary.
- d) You have to..... in this form, and return it to the manager.
- e) She didn't..... on with her boss, so she left the company.
- f) If they don't give us a better price, we'll..... down their offer.
- g) I'm afraid we have to.....up to the fact that we are losing money.
- h) Our lawyers are going to.....up a new contract tomorrow.
- i) A multinational company is trying to.....over our firm, but we want to stay independent.
- j) We had to..... off the office party because of the economic situation.

FIRST CERTIFICATE LANGUAGE PRACTICE

6 Complete each sentence (a-h) with a suitable ending (1-8). Use each ending once.

- a) If you work hard, the company will give you.....4.....
- b) In a different job I could get a higher.....
- c) The best way to find new staff is to put a/an.....
- d) Because he had stolen the money, we decided that.....
- e) She has a pleasant personality but hasn't got the right.....
- f) In the meeting we are going to discuss the.....
- g) I think it would be a good idea to send in your.....
- h) We cannot give you the job without.....

- 1 qualifications for a job of this kind.
- 2 advertisement in the local press on Friday.
- 3 *application for the job as soon as possible.*
- 4 promotion to a more responsible position.
- 5 references from your previous employer.
- 6 dismissing him was the only possible action we could take.
- 7 salary and better conditions of employment.
- 8 appointment of a new sales representative.

7 Use the word given in capitals at the end of each line to form a word that fits in the space in the same line.

Leaving a job

I recently left my job in an^Y^Kp.k^.... agency ADVERTISEMENT
after a disagreement with my boss. She accepted my
(2)..... but warned me that because of the RESIGN
(3)..... situation, I might have to get used to the ECONOMY
idea of being (4).....for a while. I thought that she EMPLOY
was trying to make a point, but after I had made over
fifty (5).....to other companies, I realised that she APPLY
was right. Although I am a (6).....designer, I QUALIFICATIONS
didn't receive any offers of a job. After that I tried
working from home, but it was not very (7).....Then PROFIT
I became an (8).....in a fast-food restaurant, EMPLOY
even though my (9).....were extremely low. EARN
I wish I had accepted early (10).....from my old job. RETIRE
That is what I disagreed with my boss about!

VOCABULARY 2 WORK AND EMPLOYMENT

8 Underline the most suitable word or phrase.

- a) The building workers were paid their income/salary/wages every Friday.
- b) She's only been here three weeks. It's a/an overtime/temporary job.
- c) When he retired he received a monthly bonus/pension/reward.
- d) Apparently she earns/gains/wins over £60,000 a year.
- e) While the boss is away, Sue will be in charge/in control/in place of the office.
- f) Could I have two days away/off/out next week to visit my mother?
- g) Paul was always arriving late, and in the end he was pushed/sacked/thrown.
- h) When I left the job, I had to hand in my application/dismissal/notice three weeks beforehand.
- i) How much exactly do you do/make/take in your new job?
- j) If you have to travel on company business, we will pay your costs/expenses/needs.

9 Rewrite each sentence so that it contains the word or words given, and so that the meaning stays the same. Do not change the words given in any way.

- a) Terry works in a different place now. JOB
Terry has a different job now.
- b) A good boss looks after everyone in the company. EMPLOYER
A good employer looks after everyone in the company.
- c) I am sure you will learn a lot in this job. EXPERIENCE
I am sure you will gain a lot of experience in this job.
- d) This job is a good way to earn money, but that's all. LIVING
This job is a good way of earning money, but that's all.
- e) The firm gave me a rise after I had worked there a year. RAISED
The firm raised my salary after I had worked there a year.
- f) The company was profitable last year. MADE
The company made a profit last year.
- g) I had to be interviewed at head office. ATTEND
I had to attend an interview at head office.
- h) My annual salary is £12,000. A YEAR
My salary is £12,000 a year.
- i) Jill is employed by a firm of accountants. WORKS
Jill works for a firm of accountants.
- j) We advertised the job in the paper. PUT
We put the job in the paper.

10 Decide which answer (A, B, C or D) best fits each space.

Choosing a job

One of the most difficult decisions is choosing what to do for a

(1).....**B**.....For example, do you want to follow a definite
 (2)....., and (3).....a low (4).....at the beginning,
 but have good (5).....in a company that trains its (6).....?
 Or are you more interested in taking any kind of work, because you need a/an
 (7).....? You may have to (8).....the fact that a good
 (9).....can be difficult to find. In that case, why not take a
 (10).....one? You will gain some useful (11).....Remember
 that even if you have the right (12)....., you may have to
 (13).....lots of application forms before you are asked to
 (14).....an interview. But don't worry if you don't know what you
 want to (15).....exactly. You'll enjoy finding out!

1)	A salary	B living	C employee	D work
2)	A company	B training	C business	D career
3)	A earn	B gain	C win	D take
4)	A money	B profit	C cheque	D salary
5)	A hopes	B prospects	C futures	D promotions
6)	A employers	B crew	C staff	D persons
7)	A money	B cash	C account	D income
8)	A face up to	B go over	C come up with	D call off
9)	A work	B labour	C job	D seat
10)	A temporary	B overtime	C profitable	D short
11)	A experiences	B experienced	C experience	D experiencing
12)	A qualifications	B exams	C letters	D degrees
13)	A fall through	B get on	C turn down	D fill in
14)	A be	B attend	C make	D advertise
15)	A work	B job	C do	D employ