

Topic vocabulary

see page 194 for definitions

ambition (n)	earn (v)	poverty (n)
application (n)	fame (n)	pressure (n)
bank account (n phr)	goal (n)	previous (adj)
boss (n)	impress (v)	profession (n)
career (n)	income (n)	retire (v)
colleague (n)	industry (n)	salary (n)
company (n)	interview (v, n)	staff (n)
contract (n)	leader (n)	strike (n)
department (n)	manager (n)	tax (v, n)
deserve (v)	pension (n)	wealthy (adj)

Phrasal verbs

call off	cancel
give back	return sth you have taken/borrowed
go on	happen
put off	delay to a later time
set up	start (a business, organisation, etc)
stay up	go to bed late
take away	remove
take over	take control of (a business, etc)

Prepositional phrases

at the moment
in charge (of)
on business
on strike
on time
on/off duty

Word formation

assist	assistant, assistance	occupy	occupation
beg	beggar	office	officer, (un)official
boss	bossy	retire	retired, retirement
employ	(un)employment, employer, employee, unemployed	safe	save, unsafe, safety
fame	famous	succeed	success, (un)successful

Word patterns

<i>adjectives</i>	careful with difficult for fed up with ready for responsible for		depend on inform sb about refer to work as work for
<i>verbs</i>	apply for	<i>nouns</i>	a kind of

Topic vocabulary

A Choose the correct answer.

- Bob joined the about six years ago.
A ambition B fame C pension D company
- We lost £10 million last year because of the workers' over money.
A strike B department C colleague D tax
- I'm sure it's good to be well known, but isn't everything.
A boss B interview C fame D poverty
- Don't sign the until you've read every word of it!
A industry B contract C staff D profession
- My grandfather stopped working two years ago and now he gets a
A pressure B leader C pension D department
- Charles worked in the same job for almost the whole of his
A colleague B manager C industry D career
- You should be able to save a little money with a/an of €30,000 per year.
A application B income C leader D goal
- Can I introduce you to Isaac, a of mine from work?
A profession B department C colleague D salary

B Complete using a word formed from the letters given.

- I had a lot more responsibility in my job. **I O R V U E P S**
- Why not open one of our new Supersaver bank ? **C S N O A U C T**
- It's always been my to work in advertising. **B T M O I I A N**
- Frank left university and got a job in the computer **D Y T U R S I N**
- The family lived in after Mr Bucket lost his job. **T O Y V E P R**
- His parents left him a lot of money and now Neil is extremely **A E H Y L T W**
- You usually need a degree and some training to join the teaching
O R I O F S P N S E
- All members of here get three weeks holiday a year. **A T F S F**

C Complete using the correct form of the verbs in the box.

deserve • earn • impress • interview • retire • tax

- Isabelle really her manager and soon she was given a better job.
- My dad said that he wants to when he's sixty.
- We everyone who applies for a job before making our decision.
- The government everyone who works and then spends the money on roads, hospitals and things like that.
- Wendy works hard for the company and I think she a more challenging job.
- I read recently that women still less than men for the same job and I don't think it's fair.

Phrasal verbs

D Write one word in each gap.

- 1 A Japanese company has over the place where I work and I might lose my job.
- 2 The boss came into the office when we were laughing and wanted to know what was on.
- 3 Do you think we could the meeting off until next Thursday?
- 4 The computer in my office broke down so they it away to fix it.
- 5 Many of the staff were ill with flu that week, so the director decided to off the meeting.
- 6 I'm tired because I had to up last night to finish some work.
- 7 My car belonged to the company, so when I lost my job I had to it back.
- 8 Janice is thinking of up her own restaurant.

Prepositional phrases

E Match to make sentences.

- | | |
|---|--|
| 1 I'm afraid we're not looking for new workers at | A business a lot of the time so he's never at home for long. |
| 2 They said on the news that bus drivers are on | B strike, so you might need to take a taxi to work. |
| 3 In his new job, Paul is away travelling on | C duty for about eight hours every night. |
| 4 I was quite nervous the first time I was in | D charge of the whole department. |
| 5 Anne works as a security guard and she's on | E the moment, but you could try again next month. |
| 6 My boss said that if I wasn't on | F time for work more often I would lose my job. |

Word formation

F Complete by changing the form of the word in capitals.



He's a
BEG



He's an
ASSIST



It's
SAFE



They're
EMPLOY



He's
RETIRE



She's a police
OFFICE

G Each of the words in bold is wrong. Write the correct word.

- 1 The manager told me I was too **boss** and that I should discuss things with my colleagues rather than telling them what to do all the time.
- 2 Being a firefighter is a very stressful **occupy**.
- 3 It takes a lot of hard work to be **succeed** in this business.
- 4 I wouldn't like to become so **fame** that I couldn't go out in public!
- 5 Kate is 60 next week and she's leaving, so remember to wish her 'Happy **Retire**'.
- 6 It took Ralph a long time to find a new job – he was **employ** for nearly two years.

Word patterns

H Circle the correct word.

- 1 I don't know why but I've always wanted to work **as / of** a farmer.
- 2 They want a computer programmer at the office down the road and Fiona has applied **about / for** the job.
- 3 I'll look after the office while you're away – you can depend **on / with** me.
- 4 My mum is a neurologist, which is a kind **from / of** doctor.
- 5 I think it's time for a change. I'm fed up **on / with** working here.
- 6 Tessa is responsible **for / with** answering the phone and taking messages.

I Write one word in each gap.

- 1 I wanted to become a vet, but the course was too difficult me.
- 2 Roberto got up late and only had ten minutes to get ready work.
- 3 When they informed me the hours I had to work, I couldn't believe it.
- 4 Please be careful my laptop. I need it for work.
- 5 Is it a good idea in the interview to refer your previous job?
- 6 I like working a large company because there are lots of opportunities.