Look at these activities (1–7). In pairs, match each activity to its corresponding area of work (a–g). Which of these areas do you work in or would you like to work in? Why?

1 making/manufacturing things
2 being in charge of people and running the organisation
3 selling products or services
4 dealing with clients/consumers
5 working with figures
6 dealing with employees and training
7 investigating and testing

a) Sales and Marketing
b) Finance
c) Management
d) Human Resources (HR)
e) Production
f) Research and Development (R&D)
g) Customer Service

These phrases (1–6) all include the word *career*. Match each of them to its correct meaning (a–f). Use a dictionary to help you.

1 career move
2 career break
3 career plan
4 career opportunities
5 career path
6 career ladder

a) chances to start/improve your career
b) ideas you have for your future career
c) an action you take to progress in your career
d) a period of time away from your job to, for example, look after your children
e) a series of levels or steps in your working life
f) the direction your working life takes

Complete the sentences below with the verbs in the box. Use a dictionary to help you.

climb	decide	~~have~~	make	offer	take

1 Employees in large multinationals *have* excellent career opportunities if they are willing to travel.
2 Some people ..... a career break to do something adventurous like sailing round the world or going trekking in India.
3 One way to ..... a career move is to join a small but rapidly growing company.
4 Certain companies ..... career opportunities to the long-term unemployed or to people without formal qualifications.
5 Ambitious people often ..... on a career plan while they are still at university.
6 In some industries, it can take a long time to ..... the career ladder.

LIVEWORKSHEETS

by Andy Bloxham

Jobseekers have been warned that their Facebook profile could damage their employment prospects, after a study found that seven in 10 employers now research candidates online.

According to new figures released by Microsoft, checks on Facebook and Twitter are now as important in the job-selection process as a CV or interview.

The survey, which questioned human-resource managers at the top 100 companies in the UK, the US, Germany and France, found that 70 per cent admitted to rejecting a candidate because of their online behaviour.

But HR bosses also said that a strong image online could actually help job hunters to land their dream job. Peter Cullen, of Microsoft, said: "Your online reputation is not something to be scared of, it's something to be proactively managed. These days, it's essential that web users cultivate the kind of online reputation that they would want an employer to see."

Facebook *faux pas* include drunken photographs, bad language and messages complaining about work.

Farhan Yasin, of online recruitment network Careerbuilder.co.uk, said: "Social networking is a great way to make connections with job opportunities and promote your personal brand across the Internet. People really need to make sure they are using this resource to their advantage, by conveying a professional image."

But Mr Yasin cautioned job seekers to be aware of their online image even after landing the perfect job, after their own research found that 28 per cent of employers had fired staff for content found on their social-networking profile. He added, "A huge number of employers have taken action against staff for writing negative comments about the company or another employee on their social-networking page."









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