3 Work

3.1 VOCABULARY

Jobs • *work* and *job* • prepositions

SHOW WHAT YOU KNOW

1 Match the jobs with the descriptions.

gardener journalist lawyer mechanic nurse plumber receptionist shop assistant waiter

This person …

writes for a newspaper. *journalist*

1 fixes cars. _____
2 welcomes people to an office or a hotel and answers the telephone. _____
3 works with patients and people who are ill. _____
4 helps people with legal problems and sometimes works in a court. _____
5 fixes problems with water pipes. _____
6 works with plants, e.g. trees, flowers and lawns. _____
7 helps you buy things. _____
8 brings you food in a restaurant. _____

WORD STORE 3A | Jobs

2 Use the correct form of the words in brackets and write the names of the jobs.

Javed: What does your dad do?
Linda: He's an *engineer* (ENGINE).

1 **Dad:** So, Tom, what career are you interested in?
Tom: Well, actually, I want to be a _____ (BUILD).
2 **Amy:** My aunt and uncle live in the countryside.
Sally: Do they have animals? Like cows or sheep?
Amy: Yes, they're _____ (FARM).
3 **Pam:** Is it easy to become a _____ (TEACH)?
Jo: Well, there's a lot to learn. Not everyone can do it.
4 **Sue:** You've got a lovely voice. Why don't you join the drama club?
Dan: No way. I'd hate to be an _____ (ACT).
5 **Phil:** You're really good at drawing.
Cath: Thanks. I'd love to be an _____ (ART) in Paris or Florence.
6 **Tim:** My ambition is to become a _____ (SCIENCE).
Mum: Well, if you work hard, you could be a really good biologist.
7 **Amy:** Why do you want to be an _____ ? (COUNT)
Sam: I like working with details.

3 Complete the names of jobs. The last letters or endings are given.

I travel in space.
*astro*naut

1 I've got a class of primary school pupils.
_____er
2 I design new buildings.
_____ect
3 I stand in a big, noisy building all day and help to make cars.
_____ _____er
4 I take people to the railway station, the cinema, the theatre and to many other places in my car.
_____ _____er
5 I work with animals. I try to make them well when they are ill.
_____t
6 I think my job is very important. People come to me when they have problems with their teeth.
_____ist
7 I fight for my country when there are wars.
_____ier

WORD STORE 3B | *work* and *job*

4 Complete the dialogue with *job* or *work* in each gap.



Woman: Can I help you?
Man: Yes, I'm looking for a *job*.
Woman: Do you want a part-time [1]_____ or do you want to [2]_____ full time?
Man: I want a full-time [3]_____ . I don't want to [4]_____ part time.
Woman: Can you [5]_____ at night?
Man: I don't mind when I [6]_____ but I'd like a well-paid [7]_____ . I can [8]_____ long hours and I always [9]_____ hard. I don't want to [10]_____ only eight hours a day – I can stay at work for twelve hours or more!
Woman: Well, we need factory workers. We pay £10 an hour.
Man: Have you got anything else? That's quite a boring [11]_____ and quite a badly-paid [12]_____ too. I'm hoping for £15 an hour or more.

LIVEWORKSHEETS

5 Complete the text with the words from the box. There are three extra words.

(at for from in (x2) on own to with)

HOW DO YOUNG PEOPLE SEE THEIR FUTURE?

Here are some of your responses.

I don't know what I want to do when I finish my education. My parents work *for* large companies but I don't think I'd like that. I'd like to work [1]_____ home and be free to go shopping or sleep when I want. I definitely don't want to be a teacher. I couldn't work [2]_____ a school [3]_____ children. I don't think I'd be very good at working [4]_____ a team, either. I like to decide what to do and when to do it. Yes, I believe it's a good idea for me to work alone, without any people around me. I could work [5]_____ projects – at my own desk with my own computer. Yes, I would really like to stay at home.

Katy, 17

REMEMBER THIS

Some job names can have a different meaning in other languages even if they look similar.

Manager – someone whose job is to organise and control the work of a business/organisation or a part of it, e.g. *sales manager, personnel manager.*

Chief – someone who is the highest in authority, position or rank in a business/organisation, e.g. *a police chief, an army chief.*

Boss – the person who is in charge of you at work.

Chef – someone who organises cooking food in a restaurant/hotel.

6 Read REMEMBER THIS. Choose the correct option.

1 My *chief / boss* gets very angry when I'm late for work.
2 He's the finance *boss / manager* of a small company.
3 I'd like to be a *chef / chief* in a Greek restaurant.
4 Police *chiefs / chefs* from different countries often meet to discuss new ideas.

REMEMBER BETTER

If you do not remember the exact word to describe somebody's profession or job, describe what a given person does.

She works in a garden. (She is a gardener.)
He works with engines. (He's an engineer.)

Complete the mini-conversations with one word in each gap. The first letters are given.

Guido: Emily is ... I don't remember the word. She **w**orks in an office and she [1]**c**_____ money.
Paola: You mean an accountant.
Guido: That's it. Thanks!

Kazuo: Brian works in a hotel, in [2]**r**_____, you know, where people go when they first arrive.
Aiko: So, he's a receptionist.
Kazuo: Yes.

Diego: My sister works in a restaurant.
Manuel: Does she cook?
Diego: No, she serves customers. She's like a [3]**w**_____ but there's a different word when it's a female.
Manuel: A waitress. You know the word princess – that can help you remember waitress.
Diego: Good idea!

Defne: I want to work in the theatre. I want to [4]**a**_____.
Yusuf: You want to be an actress.
Defne: An actress, yes.

SHOW WHAT YOU'VE LEARNT

7 Choose the correct option.

1 I work *from / on / in* home, so I don't need to dress smartly.
2 My mum works *with / on / in* a supermarket but not on a checkout.
3 Kate is an *actor / acting / actress*. Her dream is to go to Hollywood.
4 I love working *with / for / from* animals. That's why I work at our local zoo.
5 I don't want a badly- *pay / money / paid* job. I want to be rich!
6 Do you always work *long / hard / team*?
7 My dad is a *lawyer / plumber / mechanic*. People often phone up in the middle of the night because there is water on their kitchen floor.
8 I work eight hours *in / the / a* day. I start at 7 a.m. and finish at 3 p.m.
9 Do you want a full-time or *part- / short / half-* time job?
10 I don't want to work outside, so I don't want to be *an accountant / a gardener / a secretary.*

/10

LIVEWORKSHEETS

3.2 GRAMMAR

Present Continuous

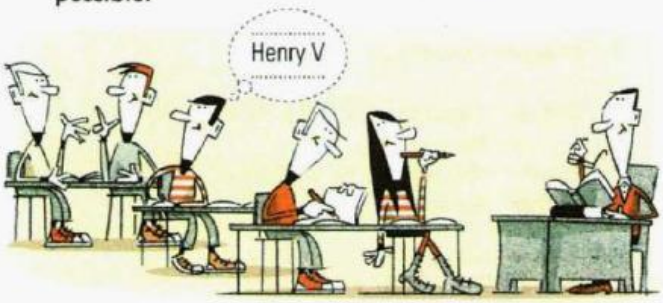
SHOW WHAT YOU KNOW

1 Complete the sentences with the correct forms of the verb *be*. In negative sentences, use short forms where possible.

Hello. My name's John. Are you English?

1 Paul's brother is here. What ___ his name?
2 John ___ (not) here today. He's at the dentist's.
3 That boy looks just like you. ___ he your brother?
4 Thanks for all your help. You ___ a really good friend.
5 Hi. Nice to meet you. Where ___ you from?
6 You can't come in. We ___ (not) ready.
7 I ___ (not) often late for school but sometimes I have problems waking up.

2 ★ Complete the text with the correct forms of the verbs in brackets. Use short forms where possible.



I'm sitting (sit) in my classroom. We [1] _____ (do) a History test. Paul [2] _____ (write) quickly. Maggie [3] _____ (not/write). She [4] _____ (think) – but [5] _____ she _____ (think) about the exam or something else? Our teacher [6] _____ (watch) us. He's got a book but he [7] _____ (not/read) it. Simon and Will [8] _____ (talk). They [9] _____ (not/try) to do the test at all. They don't care. They always do badly in tests. And I'm ... What [10] _____ I _____ (do)? I [11] _____ (waste) time. Come on, think ... Henry V ...

3 ★★ Complete the questions and answers with the phrases from the box.

~~are you doing~~ are you waiting is she going
they are having they are washing
's going 'm looking 'm waiting

Cathy: What are you doing?
Mum: I 'm looking for my phone. I can't find it anywhere.

Conversation 1
Phil: Hi, Ben. Who [1] _____ for?
Ben: I [2] _____ for Elaine. She's late.

Conversation 2
Russ: Vicky's at the bus stop. Where [1] _____ ?
Tim: She [2] _____ to the cinema. She's meeting Ted there.

Conversation 3
Claire: What's that noise?
Shelly: Colin and Ben are in the kitchen. [1] _____ the dishes.
Claire: I don't think so. I think [2] _____ an argument.

4 ★★★ Use the words in brackets to make full dialogues.

Conversation 1
Amy: Hi, Mel. Are you doing (you/do) anything at the moment?
Mel: Not really. [1] _____ (I/wait) for a phone call from Pete.
Amy: [2] _____ (he/work) today?
Mel: Yes, [3] _____ (he/help) his mum at her café. [4] _____ (he/serve) the customers.

Conversation 2
Beth: Hi, Cathy. [1] _____ (What/you/cook)?
Cathy: A curry. Do you want some?
Beth: No, thanks. [2] _____ (Joe/get/pizza).
Cathy: [3] _____ (Where/he/buy) it?
Beth: I don't know. Why?
Cathy: Because there's a new pizza restaurant near the station. [4] _____ (They/sell/pizzas) for half price this week.

SHOW WHAT YOU'VE LEARNT

5 Put the verbs in brackets in the correct form to make sentences and questions. Add the correct personal pronouns.

Will: Why are you running (why/run)?
Dan: I'm late for work. I don't want to lose my job.
1 Hale: _____ (what/read)?
John: *Game of Thrones*. I think it's great.
2 Liam: Bye Mum. _____ (go) to school.
Mum: Bye. See you later.
3 Val: What's wrong? Where's Tom?
Belle: _____ (play) tennis with Steve and I'm all alone.
4 Andy: Hey, Stuart, _____ (use) your phone now?
Stuart: No. Do you want to borrow it?
5 Dad: _____ (write) an email?
Jack: No, I'm looking for a summer job.
6 Meg: Hi, Diana, hi, Sam. Good to see you two. Do you have a minute?
Diana: _____ (have) lunch right now. Let's meet in my office at 2.30, OK?

/6

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LIVEWORKSHEETS

3.3 LISTENING LANGUAGE PRACTICE

Verb–preposition–noun collocations
• *learn* and *teach*

1 Read the three texts. Complete gaps A–C with the verbs from the box. There are two extra words.

building learning making teaching working

Extract from Students' Book recording 2.6

Amy: I [1]*make / work* **with local teachers** and we [2]*teach / learn* **young children** in the village. The lessons are in a very old school, but we are **A**_____ **a new school!** We work on the building in the afternoons and on Saturdays. It's hard work but I enjoy it. And this place is so beautiful! [...]

***

Terry: Hi. I'm **B**_____ **on a gardening project**. We run a vegetable garden next to the local hospital so we can [3]*grow / eat* **fresh vegetables** for the patients. I like [4]*making / working* **with my hands** and it's great to work outside. Some of the patients also [5]*help / sleep* **in the garden** [...]

***

Richard: Hello everyone. I [6]*work / teach* **with homeless children**, mainly teenagers. I talk to them in the street and try to help them. We also run a bakery together. The young people [7]*do / make* **the bread**; they learn to work in a team and they learn practical skills. They [8]*do / make* **some money** and they always have something to eat. The kids are great and they're **C**_____ me real street **Spanish**!

2 Choose the correct words 1–8 to complete the recording extract in Exercise 1.

3 Match the beginnings 1–5 with the correct endings a–e.

I teach

1 The most important thing is to **work** [ ]
2 We can't **grow** [ ]
3 Mum keeps promising to **make** [ ]
4 My parents are **building** [ ]
5 I haven't got time to **help** [f]

a **flowers** because we haven't got a garden.
b **a chocolate cake**.
c **you with your homework** at the moment.
d **a house** by a lake where they can live when they retire.
e **with nice people**.
f **English** in a small school in a village.

REMEMBER BETTER

Don't learn individual words in expressions and collocations. Learn expressions and collocations as a whole.

4 Complete the collocations with the words from the box.

a house children in money on vegetables with (x2)

COLLOCATIONS WITH PREPOSITIONS

work ..... *with* young people / your hands
..... [1]_____ a project
..... [2]_____ the garden / kitchen
help ..... you [3]_____ your homework

COLLOCATIONS WITHOUT PREPOSITIONS

teach ..... [4]_____ / someone English / a foreign language
learn ..... English / a foreign language
make ..... bread / a cake / pizza / [5]_____
grow ..... flowers / plants / [6]_____
build ..... [7]_____

WORD STORE 3D | *learn and teach*

5 Complete the sentences with the correct words.

TEACH / LEARN
A You've got a lot of free time now that your exams are over. You can *teach* your brother to swim.
B You've got a lot of free time now that your exams are over. You can *learn* to swim.

1 **TEACH / LEARN**
A We _____ a lot in our Maths lessons.
B Our teachers always _____ us a lot during our lessons. I'm always tired when we finish.

2 **TEACHES / LEARNS**
A I like the way our English teacher _____ us. She makes the lessons fun and stress free.
B I work very hard at school but my friend always _____ more than me. I don't know why.

3 **TEACH / LEARN**
A How can I _____ a new language? Are there any good websites you know?
B I can't _____ my brother Spanish. He's a terrible student!

4 **TEACHING / LEARNING**
A Now that I've got a job, I'm _____ a lot about myself. I get nervous very quickly when things go wrong!
B My dad is _____ me how to drive. He gets nervous very quickly when I do something wrong!

LIVEWORKSHEETS

3.4 READING

Part-time jobs • guessing meaning from context • emphasis • work • collocations

1 Read the texts and answer the questions. Write T (Tess), M (Matt) or S (Sylvie). Write N if a question doesn't match any of the people.

Who ...

1 works outside? ☐
2 works in the evening? ☐
3 does the job because he/she can't find anything else? ☐
4 sometimes wears special clothes? ☐
5 works in an office? ☐
6 doesn't always earn the same amount of money? ☐
7 sometimes works with other people? ☐
8 does more than one job? ☐
9 works for different businesses? ☐
10 can eat when he/she is working? ☐

YoungPeople.ed Home | Search | Contact

Young people and ... money

How can you earn a bit of extra pocket money? Here are some ideas.

1 Tess, aged 20

I'm a student and, to earn a little bit of money, I do leafleting for local businesses. It's really dull work and quite tiring. I stand in the street all day on Saturday and give people leaflets for pizza restaurants, shops and children's play areas. Sometimes, the company I am working for gives me an outfit to put on – like a snail outfit for a French restaurant! I don't get paid much – £40 for a whole day. Sometimes, two of us work together. That's good because we can chat and laugh together.



2 Matt, aged 16

I live in a small town and there aren't many part-time jobs for people of my age. In fact, there aren't any. That's why I work for myself. I do tutoring. I'm very good at Maths and Sciences and a lot of children need help with these subjects. I go to their homes after school and help them with homework or revision. I only tutor one child a day, so I still get home by 5 p.m. I earn different amounts from different people. Some of the families don't have much money, so I don't charge much – but I never do it for free! When I have a lot of school work or when exams are coming up, I take a week off.



3 Sylvie, aged 17

I don't have a regular job, but when I need money, I do babysitting. The great thing is that I can say 'Yes' or 'No'. It depends on what my plans are, so I never miss any parties or concerts. I always work in the evening and it isn't hard work at all. The children I look after are asleep or getting ready for bed when I arrive. I tell them a story, switch their lights off and, after that, I can just sit and watch television. There is even food for me to eat and, for four hours, I earn £24.



GLOSSARY

businesses *(n, pl)* – companies or organisations that sell something or offer a service

amounts *(n, pl)* – quantities of something such as time, money, or a substance

miss *(v)* – not do something or go somewhere because you can't for some reason

LIVEWORKSHEETS

2 Look at the underlined words in the text. Decide what part of speech they are: A *(adjective)*, N *(noun)* or V *(verb)*.

1	dull	A	N	V
2	outfit	A	N	V
3	revision	A	N	V
4	charge	A	N	V
5	regular	A	N	V
6	depends	A	N	V

3 Choose the correct meaning for the words in Exercise 2.

1 It's really dull work.
- A It's very interesting work.
- B It's very boring work.

2 Sometimes, companies give me an outfit to put on.
- A Sometimes, companies give me some special clothes to wear.
- B Sometimes, companies give me something to hold up and show people.

3 I help them with homework or revision.
- A I help them with homework or project work.
- B I help them with homework or studying for exams.

4 I don't charge so much.
- A I don't take so much money.
- B I don't work so hard.

5 I don't have a regular job.
- A My job is different to other people's.
- B I don't work at the same time, on the same day every week.

6 It depends on what my plans are.
- A After I make my plans, I decide when I can work.
- B After I get work, I make my plans for my free time.

4 Complete the dialogues with the words from Exercise 2. Change the form of the words if necessary.

Conversation 1

Peter: How much do you charge for your lessons?
Matt: That _____ on how rich the family is.

Conversation 2

Cath: Who are you working for today, Tess?
Tess: An Italian restaurant. I'm lucky. John's over there in the funny _____ but they've only got one.
Cath: What is it?
Tess: I'm not sure. I think it's some kind of pasta.

Conversation 3

Emma: Do you really like babysitting, Sylvie?
Sylvie: Yes, I love it. Why, don't you?
Emma: No, it's really [1]_____ . Nothing happens. I hate watching TV. And sometimes I work on Friday evenings, sometimes on Saturdays. I'd like to work [2]_____ hours – and not in the evening.
Sylvie: Take your school books. You can do your [3]_____ and get paid for it!

REMEMBER BETTER

It is important to learn the pronunciation of new words along with their meaning. You can use Internet dictionaries which give pronunciation in both oral and written form (audio recordings and phonetic transcription). What's more, they often give British as well as American pronunciation of particular words.

REMEMBER THIS

To strengthen the meaning of a message, we can use so-called intensifiers, e.g. *very* (*I'm tired – I'm very tired*), *at all, just, even, in fact, whole*, etc.

5 Read REMEMBER THIS. Find these phrases in the text and complete the missing words.

… £40 for a whole day
1 _____ , there aren't any.
2 … it isn't hard work _____ _____ .
3 There is _____ food for me to eat.
4 I can _____ sit and watch television.

6 Complete the text with one word in each gap to make the meaning stronger.

Meg: What's wrong?
Tanya: Oh, it's the World Cup. Jake talks about it the whole time. We don't go out [1]_____ _____ .
Meg: Well, it's only for a month. Why don't you watch a few matches? You might enjoy it.
Tanya: I watch quite a few matches but Jake doesn't [2]_____ know I'm there. He [3]_____ sits there looking at the television.
Meg: Simon's completely different. He doesn't really like any sports. [4]_____ _____ , he always complains about me when we're out because I usually spend the [5]_____ time looking at my mobile phone.
Tanya: Oh well, that's different. Mobiles are important!

VOCABULARY PRACTICE | Work

7 Look at the vocabulary in lesson 3.4 in the Students' Book. Complete the sentences with one word in each gap. The first letters are given.

They make chairs and other furniture in that **f**actory.
1 Sandra is a nurse. Her job is **d**_____ and she works very hard.
2 I need more money – that's why I'm looking for a job with a good **s**_____ .
3 The assistants at this shop always speak politely to the **c**_____ .
4 Uncle Max is a headteacher – he's **r**_____ for organising school leaving exams in his school.
5 My parents prefer to pay more money and buy products that are of good **q**_____ .

WORD STORE 3E | Collocations

8 Put the words in the correct order.

I / salary / earn / a / don't / very / good
I don't earn a very good salary.
1 you / a lot / money / a shop assistant / of / as / earn / Do
_____ ?
2 enough / his needs / doesn't / My brother / earn / for
_____ .
3 £100 / earn / about / I / a week
_____ .
4 earn / living / How / does / her / Mrs Fisher
_____ ?
5 wants / Paul / a new computer / some / to pay / to / earn / money / for
_____ .

LIVEWORKSHEETS

3.5 GRAMMAR

Present Simple and Present Continuous

SHOW WHAT YOU KNOW

1 Complete the sentences with the correct forms of *be* or *do*. Use short forms if possible.

I *don't* (not) like my job. I work at night and I can never sleep during the day.

1 _____ you working at the moment? If not, can you help me in the kitchen?
2 Where _____ your mum teach? Are you happy she doesn't teach in our school?
3 Mr Brown _____ (not) work here. He works in our office in London.
4 **A:** Do you work every weekend?
B: Yes, I _____ , but only on Saturdays.
5 What _____ your brother doing at the moment?
6 What _____ you want to do when you finish university?
7 **A:** Are you phoning the plumber?
B: Yes, I _____ . I can't stop this water.

2 ★ Complete the sentences with the correct form of the verbs in capitals. Use short forms if possible.

PLAY
Dan usually *plays* tennis on a Saturday but today he*'s playing* golf.

1 **MEET**
We usually [a]_____ outside the cinema but it's raining, so we [b]_____ in a café.
2 **HAVE**
My mum [a]_____ a bath at the moment. She usually [b]_____ a shower but she wants to relax today.
3 **DO**
It's seven o'clock in the morning and my brother [a]_____ his homework. I always [b]_____ my homework in the evening.
4 **HAVE**
We usually [a]_____ Maths on Friday afternoon but our teacher is ill, so today we [b]_____ an extra English lesson.
5 **SEND**
My friends usually [a]_____ me texts but my phone isn't working, so they [b]_____ me emails at the moment.

3 ★ ★ Complete the questions with the correct form of the verbs in brackets.

Conversation 1

Jason: Hi, Mark. What *are* you *doing* (do)?
Mark: I'm cooking dinner. Can you help me?
Jason: OK. [1]_____ your mum _____ (work) today?
Mark: Yes, she is. She's working late. [2]_____ your mum _____ (work)?
Jason: Yes, she does. She works in a bank. That's why I know how to cook. Right. Let's start.

Conversation 2

Mandy: I can't believe your mum wants you to clean the whole house. [1]_____ Tom _____ (help) you?
Theresa: No, he isn't. He says he's got lots of homework.
Mandy: [2]_____ you _____ (believe) him?
Theresa: No, but my mum does.
Mandy: What [3]_____ you _____ (want) to do later, when the house is clean?
Theresa: I'm not sure. I'll phone and tell you.

Conversation 3

Sam: What [1]_____ you _____ (do)?
Kelly: I'm a teacher. I teach Chemistry.
Sam: Really? I've got a problem with my Chemistry homework. Could you help me?
Kelly: OK. Let me look. Oh, right. Well. It's like this ... [2]_____ you _____ (understand) now?
Sam: Er ... I think so. Can you tell me again?

4 ★ ★ ★ Complete the advert with the correct forms of the verbs in brackets.

Do you work **(you/work) very hard?**
[1]_____ **(you/earn) a low salary?**

Are you unhappy at work?

Danielle [2]_____ (work) hard but she isn't unhappy. She [3]_____ (love) her job. She is a waitress at

FRESHFLAVOURFOODS.

FreshFlavourFoods is a new business but now it [4]_____ (grow) very quickly. We [5]_____ (open) new restaurants all over the country and we [6]_____ (look) for friendly, hard-working people like Danielle to come and work for us.

[7]_____ (you/look) for a new job?
For more details and an online application form, go to www.FreshFlavourFoods.uk

SHOW WHAT YOU'VE LEARNT

5 Complete the text with the correct form of the verbs from the box. There are two extra verbs.

do get have need not complain
leave open sit stand

Hi Kathy,
I'm at work. Don't worry! I *'m having* a break. I [1]_____ down with my tablet for ten minutes. I [2]_____ up all day, so I [3]_____ this rest. The restaurant is very busy today but the customers are nice. They [4]_____ even when I bring them the wrong food. And they often [5]_____ me quite a lot of money. I earn £30 and I often get another £20 from customers.
Oh no. The door [6]_____ . It's my manager. Time to go back to work. Only another four hours to go!
See you.
Rachel

/6

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LIVEWORKSHEETS

3.6 SPEAKING

Describing a photo

1 Translate the phrases into your own language.

SPEAKING BANK

Describing a photo

Who? Where? What are they doing?

The photo shows (a person/people) in (a place). _____

In the photo there is/ there are (a person/ people) in (a place). _____

He/She is ... /They are ... (*eat*) + *ing* _____

Details of the picture

On the left/On the right ... _____

In the background ... _____

We can also see ... _____

He/She's wearing ... _____

What you think

Perhaps ... / Maybe ... _____

I think he is ... / they are ... _____

2 Choose the correct option.



[1]*On / In* the photo, there are two men. They are talking and looking at a piece of paper. [2]*Might be / Maybe* there is a problem and they don't know what to do. [3]*In / On* the background, we [4]*do / can* see a road. There aren't any cars. It is a new road. The men are helping to build it. [5]*In / On* the left of the two men is a camera or other equipment that they use in their work. [6]*Might be / Perhaps* it is broken! I think the men enjoy their work. [7]*He's / It's* an interesting job.

3 Match questions 1–6 with answers a–f.

Who can you see in this photo? g

1 What is she doing? ☐
2 How old is she? ☐
3 What is she wearing? ☐
4 How is she feeling? ☐
5 Is the work difficult? ☐
6 Do you think she likes her job? ☐

a She isn't very young. I think she's about 35 years old.
b Maybe she's a bit worried about something she's reading but I think that generally, she isn't sad.
c Yes, definitely. She loves it. I am sure she doesn't like working in a boring, stress free job. She needs the excitement.
d She is looking at a computer. Maybe she's reading a report. Or perhaps she's reading a blog!
e I think it is very hard. She has a lot of responsibility.
f She's wearing a smart, dark, summer dress.
g We can see a woman. I think she's a business woman and she is working in her office.



4 Complete the description with the words from the box.

asking background happy likes part-time photo singing think (x2) wearing writing

In this photo, we can see a waitress in a restaurant. She is young and she is [1]_____ a uniform and a scarf in her hair. Perhaps she is a student and she works [2]_____ . The photo also shows two customers, a man and a woman. I [3]_____ they are about 25 years old. They are [4]_____ . Maybe they work near the restaurant and go there after work. The waitress is [5]_____ the customers what they want to eat and drink. She is [6]_____ in a notebook. In the [7]_____ , we can see three musicians. Two men are playing instruments and a woman is [8]_____ . It's a friendly restaurant. I think the waitress [9]_____ her job. The customers are nice to her but maybe it's difficult to hear the customers because of the music! I [10]_____ she makes a lot of mistakes!



LIVEWORKSHEETS

3.7 WRITING

An email of request

1 Complete the email with one word in each gap. The first letters are given.



To: Ben Taylor

From: Jane Simpson

Subject: Overtime

Ben,

We have got a p*roblem* – a nice problem but we [1]n_____ your help.

Our new holidays are very popular and we are getting hundreds of phone calls. Lots of people want information and our telephone sales staff can't answer them all. Could you do me a [2]f_____ ? Could you [3]p_____ find ten or more people to work an extra four hours every day this week, starting today? We can offer them £20 an hour for this.

Please [4]c_____ you let me know how many people want the extra work before 2 p.m. I'm [5]s_____ not to give you more time [6]b_____ I need to tell Mr Collins at our meeting.

[7]T_____ very much.

Jane

2 Put the words in the correct order to make polite requests.

favour? / you / a / Could / me / do

Could you do me a favour?

1 you / please? / also / for me, / think / Do / check this email / you could

_____

_____

2 come / early / to work / you could / Do / tomorrow / think / you / please?

_____

_____

3 Could / before 4 p.m.? / comments and suggestions / send it / with your / you please / to me

_____

_____

4 until / you / at work / this evening? / stay / 7 p.m. / Could

_____

_____

3 Complete the email with the requests from Exercise 2

Hi Sandra,

I've got a problem. *Could you do me a favour?*
I need some help with the new computer program.
Mr Bryant wants to have it by tomorrow morning.
[1]_____ ? I think we can finish it before 9 p.m. today. [2]_____ ?
I want to send it to Mr Bryant but it has to be perfect.
[3]_____ ? Thanks a lot. I hate writing official letters and it's nice to have your opinion.
One last thing. [4]_____ ?
Mr Bryant is coming at 9 a.m. and I want to make sure that everything is working OK. Can you be here by 7.30 a.m.?
I'll get some breakfast for us.

Thanks a lot.
Helen

SHOW WHAT YOU'VE LEARNT

4 Imagine that you run a restaurant and one day you cannot come to work. It just happens that on that day health inspectors are to inspect your restaurant. On top of this, two new waiters are going to start work. Write an email to the head waiter/waitress. In your email:

- explain the situation.
- ask him/her to check that it's clean in the restaurant, to train the new waiters and to buy fresh food products.
- apologise for asking him/her to do all this work.
- thank him/her for his/her efforts.

SHOW THAT YOU'VE CHECKED

Finished? Always check your writing. Can you tick √ everything on this list?

In my email:

- I have started the email with an appropriate greeting, e.g. *Greg, Hi Monica*, etc. ☐
- I have explained the situation. ☐
- I have listed all my requests in a clear and kind way. ☐
- I have mentioned my expectations. ☐
- I have apologised for the whole situation and expressed my thanks for helping me. ☐
- I have used contractions (e.g. *I'm / aren't / that's*). ☐
- I have checked my spelling. ☐
- My text is neat and clear. ☐

LIVEWORKSHEETS

39 SELF-CHECK

VOCABULARY AND GRAMMAR

1 Complete the jobs with one letter in each space.

Jennie: What do you want to do when you finish your studies?
Ashley: It's difficult. I like acting but I don't want to be an a c t r e s s. It's hard work and not many people become famous and rich.
Jennie: That's true. I'd like to become an [1] _ _ **c** _ _ **t** _ _ _.
Ashley: Our town needs one. The buildings here are horrible! I guess I could get a job with the local newspaper as a [2] _ _ **u** _ _ _ **l** _ _ _. Then I could write about you.
Jennie: My brother wants to be a car [3] _ _ **c** _ _ **n** _ _. My parents are very upset.
Ashley: Why? It's a good job. He can fix my old car.
Jennie: They want him to go to university. At least he doesn't want to be a [4] _ _ _ **d** _ _ _. Rose's brother is on a UN peacekeeping mission in Africa. Her parents worry about him all the time.
Ashley: Anyway, first we've got exams and three or four years of university. For now, I'm happy with my job in the Seaview Restaurant. I'm a [5] _ _ _ **t** _ _ **s** _. It's great!

/5

2 Complete the jobs with the correct form of the words in capitals.

You could be an engineer (ENGINE) and help to design and build roads, bridges or machines.

1 I'd like to be a famous _____ (LAW) and help people who have legal problems.
2 You like staying in hotels. You could be a _____ (RECEPTION) and spend your whole life in a hotel!
3 I don't want to be a shop _____ (ASSIST) and serve customers. Customers are sometimes so rude.
4 My aunt is an _____ (COUNT) and helps people with their finances and taxes.
5 Steve is a _____ (SCIENCE). He is working on a new theory of time.

/5

3 Complete the sentences with one word or phrase from the box in each gap. There are two extra words or phrases.

badly-paid why in from ~~eight hours a day~~
part-time well-paid with

I work eight hours a day, so I get home at about six o'clock every evening. Unfortunately, it's a [1] _____ job and I don't earn a lot, so I've also got a [2] _____ job for two hours a day in the evening. The evening job is great. I work [3] _____ a supermarket. I work on a checkout and there are always people there – customers and the people I work [4] _____. My other job is really boring. Not many people come in to the office or phone. I don't know [5] _____ I'm there, really.

/5

4 Complete the dialogues with the words in brackets. Use the Present Continuous.

Sam: Hi, Kate. What are you writing (you/write)?
Kate: Hi, Sam. It's a story for a new travel magazine.

Conversation 1
Mr Bell: _____ (you/make) a cake?
Mrs Bell: Yes, but not for you! It's Mrs Kent's birthday today.

Conversation 2
Jackie: [a] _____ (I/not/work) today.
Aaron: Why not?
Jackie: The owner of the restaurant [b] _____ (get) married. The restaurant is closed for the weekend.

Conversation 3
Manager: Why [a] _____ (Seth/sit) down?
Waiter: He's tired. He [b] _____ (have) a rest.

/5

5 Complete the text with the correct form of the verbs in brackets. Use the Present Simple or Present Continuous. Add the correct personal pronouns.

Hi Sally,
How are you?
Do you remember (remember) Jake Samuels? He's in India at the moment. [1] _____ (work) as an English teacher for a few weeks. [2] _____ (love) it. [3] _____ (not/want) to come home! Do you know he's got a blog? [4] _____ (write) it every day. It's really interesting. And now, because of reading his blog, [5] _____ (dream) about life in a foreign country.
I think that would be so cool! Maybe we can work somewhere for a year after we finish our studies?
I know – it's a long way in the future, but I'm really excited!
All the best,
Jess

/5

6 Choose the correct answers A–C.

Hi Jess,
Thanks for C email. Of course I remember Jake. I [1] __ at his blog right now. You're right. It's amazing. I love the photos too. Are they really his pictures? Perhaps he [2] __ them on the Internet! I'm joking! I know they are his photos. They're all selfies of him in amazing places!
Your idea about finding a job is great. My cousin is working in Greece at the moment. She's working [3] __ a waitress. It's a good [4] __. She doesn't [5] __ a lot but she gets a room and all her food.
See you soon,
Sally

	A	B	C
	A a	B Ø	C the
1	A look	B am looking	C looks
2	A is finding	B find	C finds
3	A as	B for	C with
4	A work	B job	C paid
5	A earn	B paid	C pay

/5

Total /30

LIVEWORKSHEETS

USE OF ENGLISH

7 Put the words in the correct order to make sentences and questions.

Joe: What does your mum do?
Pam: part / a shop / she / works / in / time
She works part-time in a shop.

1 **Paul:** favour / a / could / you / me / do
_____?
Kathy: Yes, of course. What do you need?

2 **Jen:** What can you see in this photo?
Mark: a / hospital / right / the / on / there's
_____

3 **Ms Jones:** OK, Lisa. like / a / new / to / project / on / would / work / you
_____?
Lisa: Yes, of course, Ms Jones.

4 **Andy:** am / you / to / sorry / bother / I
_____
Ezme: That's OK, Andy. I'm not working.

5 **Henry:** Look at this old photo. the / is / in / Grandpa Joe / background /
_____
Anna: He looks very happy!

/5

8 Choose the correct answers A–C.

He's a mechanic – he works ___.
(A) with his hands
B his hands
C with hands

1 Oh no! Ben and Ted ___ again.
A have an argument
B they have an argument
C are having an argument

2 I always ___ work at nine o'clock.
A am starting
B start
C am at

3 At the moment, Carol ___ to a customer.
A is speaking
B speaks
C doesn't speak

4 We ___ today. Our team has got an extra free day this month.
A don't work
B are working
C aren't working

5 I prefer to work ___. It's good because we can help each other.
A in a team
B for a company
C full-time

/5

9 Complete the text with the correct answers A–C.

BLOG

Hi. My name's Alex.

I'm fifteen and I A starting my first job today. I'm working [1]___ my uncle's café. It's only for a few months in the summer, but it's a [2]___ job, every day for eight hours. There are two [3]___ at the café – Ken and Sam – and they work very hard. Ken is [4]___ me to make coffee. I hope I can make nice coffees! I want the [5]___ to be happy!

	A	B	C
	(A) am	B is	C are
1	A on	B with	C in
2	A part-time	B full-time	C well-paid
3	A waiters	B plumbers	C vets
4	A earning	B learning	C teaching
5	A workers	B customers	C assistants

/5

10 Complete the second sentence so that it has a similar meaning to the first. Use between two and five words, including the word in capitals.

Who is your English teacher? **TEACHING**
Who *is teaching you* English?

1 Mr Smith's office is in his house. **HOME**
Mr Smith _____.

2 My cousin Tina earns a lot of money. **JOB**
My cousin Tina has a _____.

3 Their mum is teaching them French. **LEARNING**
They _____ their mum.

4 Bob is a builder – that's his job. **LIVING**
Bob is a builder – that's how he _____.

5 Gary is at his job from 8 a.m. to 8 p.m. **LONG**
Gary _____.

/5

Total /20



LIVEWORKSHEETS