



Compound adjectives



A compound adjective is a combination of two words which function as a single adjective. The two words are often joined with a hyphen.

1. Join one word on the left with one word on the right to make compound adjectives.

absent- • dark- • eye- • fair- • half- • hand- • hard- • home • run- • short- • • semi- • sun • three- • well- • world-	burnt • catching • detached • down • eyed • famous • haired • hearted • made • minded • off • read • sighted skilled • skinned • star • tanned • up
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1.	: often forgetting things or not paying attention because you are thinking about something else.
2.	: having dark-colored eyes.
3.	: having naturally dark skin.
4.	: very attractive or noticeable.
5.	: having light-colored hair, usually blonde.
6.	: having pale or light-colored skin.
7.	: showing little interest, effort, or enthusiasm.
8.	: made by hand rather than by machine.
9.	: having very little money; poor.
10.	: made at home, not bought from a shop or factory.
11.	: in very bad condition because of age or lack of care.
12.	: a house joined to another house on one side only.
13.	: having some basic skills needed for a job, but not highly trained.
14.	: unable to see things clearly that are far away; also used for not thinking about the future.
15.	: having red and painful skin caused by too much sun.
16.	: having brown skin from spending time in the sun.
17.	: having a medium level of quality or comfort, usually used for hotels.
18.	: rich or having enough money for a comfortable life.
19.	: made with good quality materials or skill.
20.	: knowledgeable because of reading many books.
21.	: known and recognized all around the world.

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2. Use the compound adjectives to complete the following sentences.

1. We stayed in a _____ hotel on the seafront.
2. Everybody has heard of Mel Gibson; he's a _____ actor.
3. After six hours on the beach, he had a terribly _____ face.
4. I can't see very clearly. I'm a bit _____.
5. It wasn't a particularly _____ tennis racket; it broke soon after I bought it.
6. She was wearing an _____ dress that made heads turn as she walked through the room.
7. All these items are _____ by skilled craftsmen in a local factory.
8. I feel a bit _____. Perhaps I should take more vitamins.
9. My wife comes from a _____ family; they've always had more money than my own family.
10. My grandfather's becoming very _____. Last week he went to the library in his slippers.
11. To make a bit of money, my sister and I used to sell _____ cakes.
12. He made a _____ attempt to take an interest, but it was obvious he didn't want to be there.
13. My father is a very _____ man. His favourite authors are Orhan Pamuk and Umberto Eco.
14. I live in a rather plain _____ house on the outskirts of Nottingham.
15. There are lots of jobs for _____ workers in the factories in my area.



Compound nouns



A compound noun is a combination of two words which function as a single noun.

- Some compound nouns can be written as one word. e.g., headache (head + ache).
- Some compound nouns can be joined using a hyphen (-). e.g., half-brother.
- Some compound nouns must be written as two words. e.g., television set.

There are no rules to tell us how a compound noun should be written. We have to learn each one individually.

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1. Join one word on the left with one word on the right to make compound nouns.
In some cases, more than one combination is possible.

air • airline • book • fairy • food • football • hair • home • income • moon • parking • police • question • race • shoe • stamp • sun • table • traffic • time • tooth • water	basin • boots • case • collection • dryer • glasses • laces • light • lights • mark • meter • paste • pilot • poisoning • pollution • relations • station • story • table • tax • tennis • work
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1.	: harmful substances in the air that damage the environment or health.
2.	: a person who flies airplanes for an airline company.
3.	: a piece of furniture with shelves for storing books.
4.	: an object used to keep your place in a book.
5.	: an electrical device used to dry hair.
6.	: school work that students do at home.
7.	: a story about magical creatures and imaginary events.
8.	: an illness caused by eating contaminated food.
9.	: special shoes worn for playing football/soccer.
10.	: tax paid to the government based on the money a person earns.
11.	: the light that comes from the moon.
12.	: a machine that collects money for parking a vehicle.
13.	: the building where police officers work.
14.	: the punctuation symbol (?) used at the end of a question.
15.	: the relationship between people of different races in society.
16.	: strings used to fasten shoes.
17.	: a group of stamps collected as a hobby.
18.	: glasses with dark lenses worn to protect the eyes from sunlight.
19.	: light that comes from the sun.
20.	: a game played with small bats and a light ball on a table; ping-pong.
21.	: a schedule showing times for events, classes, or transport.
22.	: a substance used with a toothbrush to clean teeth.
23.	: coloured lights that control traffic on roads.
24.	: pollution caused by vehicles and road traffic.
25.	: a container or sink used for holding water.
26.	: a device that measures the amount of water used.
27.	: contamination of rivers, lakes, seas, or other water sources.

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2. Use the compound nouns above to complete the following sentences. You may need to change the forms of some of the words.

1. When I was young, my parents used to tell me _____ about witches and giants and other strange creatures.
2. We had to wait for the _____ to turn green before we were able to continue.
3. Don't leave this plant in the shade; it needs lots of _____.
4. In my home city, there is a lot of bad _____ as a result of the large number of cars and industrial factories.
5. _____ in my city are very bad. There are often fights between black and white youths.
6. The more money you earn, the more _____ you have to pay to the government.
7. On my last holiday, I had terrible _____ as a consequence of eating some bad fish.
8. I tripped over my _____ and ended up with a broken arm.
9. Don't forget to put some money in the _____ or the traffic wardens will give you a ticket.
10. When does our train leave? Why don't you check the _____.
11. I enjoy playing all ball games, but my favourite must be _____.
12. When you write a question, don't forget to put a _____ at the end of the sentence.
13. I enjoy my English lessons, but sometimes our teacher gives us too much _____.
14. I've got a huge _____. I started it when I was six. My favourite comes from an island in the South Pacific.
15. We could see the path in front of us clearly in the _____, although everything else around us was dark.



Working words



1. This exercise lets you review some of the more common uses of 'grammar'-type words (prepositions, conjunctions, pronouns, prepositions, etc) in context. Use one word to complete each gap in the sentences. In some cases, there may be more than one alternative answer, but you should just give one of them.

1. I'm afraid _____ say you have absolutely _____ chance _____ passing the exam.
2. A few years _____, people _____ to write letters to each other. _____ days, it's all emails and text messages.
3. You can't leave early, _____ if you promise to work late tomorrow.
4. _____ 1999 and 2003, the book sold _____ a million copies.
5. One or two of my friends live abroad, but _____ of them live _____ my home.
6. Please _____ quiet. I'm trying to concentrate _____ my project.
7. _____ it rains tomorrow, we can go _____ a picnic.
8. We wanted to see the exhibition _____ the art gallery, but _____ how many other people _____ be there, we decided to give it a miss.
9. In _____ of missing most of his lessons, he _____ to pass the exam.
10. Teachers are _____ capable of making mistakes as _____ else.
11. I adore spicy food. _____ is the reason I'm so keen _____ Mexican cooking.
12. Jan Kelly, a teacher _____ works at St Clare's in Oxford, has _____ been given a 'Teacher of the Year' award.
13. He approached his English lessons _____ enthusiasm, and _____ excellent progress as a result.
14. His sudden change of heart took everyone _____ surprise, since previously he _____ been very interested in the project.
15. He spent the second half of his life living in _____ remote village of Hogstail Common, _____ he wrote most of his novels.
16. Some people try to _____ up cigarettes by smoking _____ they feel sick, or by limiting themselves to one or _____ a day, but _____ methods are not very effective.
17. My English school, _____ is near the centre of town, is _____ of the best schools in the _____ country.
18. There were at _____ sixty people in the room, which was far _____ than the organisers expected, and _____ there were only 20 chairs, most of us _____ to stand.
19. In most respects he was a normal child, but _____ made him different _____ everybody _____ was his enthusiasm for solving complex mathematical puzzles.

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Work



1. **VERBS:** Read the text in the box below and match the words in bold with their definitions underneath. Use your dictionary to check your answers.

Brian James left University and decided to **apply for** a job which he saw advertised in the paper. He **filled in** the application forms and, a few weeks later, was asked to **attend an interview**. He was offered the job that same day.

As he lived in a small town outside the city, he had to **commute** every day. He was good at his job and very soon was **promoted**. However, the company he worked for was having problems. Two people were **dismissed** for stealing and two of their friends **resigned** in sympathy, the directors decided to **lay off** five more because the company couldn't afford to keep them, and the managing director decided to **retire** early. The atmosphere was so bad that Brian eventually decided to **hand in his notice**.

1. to give up a job.
2. to ask for a job, usually by writing a letter.
3. to be removed from a job, usually because you have done something bad.
4. same as 1.
5. to stop work and take a pension, usually when you are in late middle age.
6. to write in the empty spaces on a form.
7. to be given a better job in the organization you work for.
8. to be questioned by one or more people when you are applying for a job so that they can decide if you are suitable for that job.
9. to travel to work from home each day, usually from one town to another.
10. to be dismissed from your job for a time until more work is available.

2. **NOUNS:** Read the text which follows and fill in the gaps with an appropriate word from the box below. Use your dictionary to help you. In some cases, more than one answer is possible.

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 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.

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3. **IDIOMS, COLLOQUIALISMS AND OTHER EXPRESSIONS:** Match the sentences on the left with an appropriate sentence on the right. The sentences on the right include an idiom or colloquialism connected with work in bold. Use your dictionary to help you.

1. My brother is a manual worker in a factory.	A) She's always been a high-flyer .
2. My cousin is a secretary in an office.	(B) He put in for a rise .
3. I need to do some more hours at work so that I can make more money.	(C) Like me, he's a blue collar worker .
4. The train drivers are refusing to work.	(D) He's such a slave driver !
5. I work from 10.00pm to 6.00am.	(E) I'm glad to say it's business as usual .
6. I work for a very small amount of money.	(F) Of course, I get paid more for working the night shift .
7. Jo is unemployed and receiving unemployment benefit.	(G) If he continues like that, he'll burn himself out .
8. Jim applied to his boss for more money.	(H) I really hate working for peanuts .
9. Our boss makes his staff work too hard.	(I) I think I'll ask if I can work overtime .
10. Bob works too hard. Yesterday, he started at 7.30 in the morning and didn't finish until almost midnight!	(J) They've decided to come out on strike .
11. Our company director was given a large sum of money when he retired before the end of his contract.	(K) I hate it when I have to carry the can for someone else.
12. Sarah has great potential and ambition.	(L) I wish I could get a golden handshake like that!
13. My boss made a mistake and made me take responsibility for it.	(M) Like me, he's a white collar worker .
14. Our company is still working in the usual way in spite of difficulties.	(N) I always knew he'd get fired one day.
15. Steve has an unusual job; he looks for top managers and offers them jobs in other companies.	(O) He's a headhunter .
16. Have you heard? John has been dismissed for coming late all the time.	(P) There's nothing worse than being on the dole .



Work 1



1. Complete the following sentences with an appropriate form of the word on the right.
There is an example at the beginning (0).

0. John had been unemployed for almost six months. **EMPLOY**
1. One day, he saw an _____ in the newspaper for an office job. **ADVERTISE**
2. He wrote to them and they sent him an _____ form. **APPLY**
3. There were over 50 _____ for the job. **APPLY**
4. Unfortunately, he lacked experience and the appropriate _____. **QUALIFY**
5. He was _____ and decided to try elsewhere. **SUCCESS**
6. He was then offered a place on a _____ course offered by another company. **TRAIN**
7. He completed the course and was able to fill one of the _____ at the company.
VACANT
8. As a new _____, he found it difficult at first. **EMPLOY**
9. Nevertheless, he was good at his job and managed to impress his _____. **EMPLOY**
10. Within a short space of time, he was _____. **PROMOTE**
11. Unfortunately, he lived a long way from the office and didn't enjoy _____.
COMMUTE
12. After a while, his _____ dropped as he found the work more demanding. **ATTEND**
13. Eventually, the _____ of the company decided to speak to him. **MANAGE**
14. He warned John that he would be _____ if he didn't do better. **DISMISS**
15. He emphasized that he didn't want to get rid of such an _____ worker.
EXPERIENCE
16. John agreed that he hadn't been doing very well and offered his _____. **RESIGN**

2. The following sentences all talk about John's experience in the story in the previous text. For each sentence, choose the most appropriate word. There is an example at the beginning (0).

0. When John saw the job advertised, he wrote to the **personnel / personnel** manager.
1. He was interested in the **post / part** that was being offered.
2. He needed to provide the names of two **referees / referrals** who would tell his potential employer what he was like.
3. At the **interrogation / interview**, he was unsuccessful.
4. He met the other **candidates / applications**.
5. The course he followed offered **vocational / skilful** training.
6. He **earned / won** a good **pay / salary** for his job.
7. The company offered him a **retirement / pension** scheme.
8. He received a pay **raise / rise**.
9. He received good **perks / promotions**, such as free healthcare, free lunches at work, and a company car.

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10. He had good **aspects / prospects** for the future.
11. His boss threatened to **resign / sack** him if he didn't work harder.
12. He didn't get much job **satisfy / satisfaction**.
13. Other workers in his company were made **redundant / redundancy** when the company had financial problems.
14. He sometimes had to work **overtime / extra** time on busy days.
15. He had to pay a lot of **income / salary** tax.
16. He **gave up / gave away** his job because he couldn't handle the pressure.
17. He found another job and remained with that company for the rest of his working life before **resigning / retiring** at the age of 65.



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Jobs



1. If you are looking for a job, some websites may help you. Here is a list of job categories on one website. Which category would you click on if you were looking for the following jobs? Write them in the spaces.

Job Categories	
• Construction • Customer Service • Emergency Services • Health • Hotel and Catering • Information Technology • Legal • Leisure and Sport • Scientific	• call centre manager → _____ • electrician → _____ • kitchen assistant → _____ • lab assistant → _____ • optician → _____ • psychologist → _____ • solicitor → _____ • chef → _____ • firefighter → _____ • lifeguard → _____ • police officer → _____ • ☐ software engineer → _____

2. Below are some adverts for job vacancies. Which job is each one advertising? Choose from the list below.

accountant • architect • builder • cleaner • mechanic • nursery assistant •
receptionist • sales manager

_____ You need to be efficient, well-organised, and self-motivated, and be able to work without supervision. You should also have good communication skills to deal with our customers. Salary is dependent on qualifications and experience. Some training is available. If you would like a permanent job in a local hotel, then call 0987 864829 for an application form.	_____ Temporary job available in a local store for a reliable and flexible person. Previous experience preferred but not essential, as training can be given. You will be required to do shift work when the shop is busy (early mornings and evenings) and overtime. For an honest, hard-working person, please contact Mr Havard to obtain an application form and a job description.
	_____ Enthusiastic person required to join our team. We are looking for a dynamic, creative person. A full training programme will be given to the successful candidate, so no previous experience with young children is necessary. Good rate of pay and possible promotion in the future. Further details and an application form are available from office@mpr.co.uk.

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3. Answer these questions by choosing Job A, B or C and write the words from the adverts which give you the answers.

1. Which job is not forever? _____
Word(s) in advert: _____
2. Which job is for a long time or forever? _____
Word(s) in advert: _____
3. Which job suggests you may get a higher position? _____
Word(s) in advert: _____
4. Which job has hours which change? _____
Word(s) in advert: _____
5. Which job needs you to get on well with others? _____
Word(s) in advert: _____
6. Which job may involve extra hours? _____
Word(s) in advert: _____

4. Each advert mentions how the person will be paid. Put salary, rate of pay, and wages into the definitions below.

1. _____ — an amount of money agreed for a year and paid every month.
2. _____ — usually paid every week, often for work which does not require a lot of qualifications.
3. _____ — how much someone will be paid per hour.

5. Use the words in brackets to form a word that fits in the gap.

Dear Sir,

I saw your advertisement in the local newspaper last Friday. I am interested in the (1) vacancy (vacant) for assistant manager in your hotel. Please find enclosed an (2) _____ (apply) form.

I have worked in the (3) _____ (cater) industry for several years and before that in an office. I have several secretarial (4) _____ (qualify) and am familiar with different computer programs. I enjoy working with people and am (5) _____ (rely), efficient, and hard-working.

I have recently finished a (6) _____ (train) course at the local college in administration. I am very (7) _____ (enthusiasm) about a career in the hotel business.

I am (8) _____ (ambition) and I would like to run my own hotel one day.

Yours faithfully,

Adam Piekarski

6. Look back at 2 and underline the personal qualities needed for each job.

7. Listen to the two people in the photographs talking about themselves. Which speaker does which job? 7a

Speaker _____ is a hairdresser.

Speaker _____ is a carpenter.

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8. Look at the recording script and underline all the words which helped you to answer. Can you think of any more personal qualities useful for each job in the photographs?

Speaker 1:

It's important to be cheerful and friendly in my job. I get on well with people, which is lucky because I spend most of my day talking to people. I'm on my feet all day, so the job is quite tiring, but I'm very enthusiastic about my work and I'm quite ambitious — I'd like to own my own salon one day.

Speaker 2:

I'm an energetic person and physically fit. I like to be doing things. I enjoy my job and don't mind working indoors or outdoors. I'm good with my hands and enjoy being creative — I sometimes design cupboards or shelves for people. I'm not really ambitious — I'm quite happy with what I'm doing.

9. Several things usually happen between seeing an advert and getting a job. Put these into the right order on the flowchart below.

Phone or email for an application form • Accept the job offer • Fill in the application form • Receive a job offer • Have an interview • Email or post the application



10. COMMON EXPRESSIONS: Listen to some people talking about work. Write ✓ for people who have a job and X for people who don't have a job. 7b

1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____

11. Look at the recording script at the back of the book and underline all the words which show whether the person is working or not.

Two people decided to leave their jobs. What do they say? _____

One person had to leave their job. What do they say? _____

12. Here are some sentences from the recording. Put work, job or career in each gap. Use the recording script to help you if you need to.

I'm trying to change (1) _____ and I'm looking for (2) _____ as a teacher.

I've just applied for a (3) _____ at the theatre.

I had a long (4) _____ in the police force.

The journey takes an hour each way so I don't have time to do much after (5) _____.

I do four long days, which is very hard (6) _____ as a chef.

I gave up my (7) _____ a year ago and I'm still out of (8) _____.

I'm going to do some unpaid (9) _____ experience soon in an agency.

I was promoted last week so that's very good for my (10) _____.

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13. Now complete these summaries with work, job and career.

1. _____ is a countable noun and is used to talk about something specific.
2. _____ is a countable noun which is used to talk about what someone chooses to do over a lifetime.
3. _____ is a verb or an uncountable noun which is used to talk generally about what someone does to earn money.

Vocabulary note:

It's a good job means "it's lucky":
It's a good job we didn't go to the concert because it was cancelled.

To do a great job means to do something well:
You've done a great job tidying the flat.

To work can also mean to operate or function:
The computer isn't working. I can't send an email.

Error warning:

Occupation is formal and is usually only used on forms:
I enjoy my job. NOT ~~I enjoy my~~ occupation.

EXAM PRACTICE

WRITING Part 2: letter

You have seen this advertisement for a job in your local English language newspaper.
Write your letter of application in 120 – 180 words.

WEEKEND WORK IN OUR COMPUTER SHOP

We want an enthusiastic English-speaking person to work in our computer shop at weekends.

- Are you interested in all types of computer games?
- Do you have good computer skills?
- Do you enjoy dealing with people?

Write to Mr Pitt, Manager of Computer Games, explaining why you would be suitable for the job.

Exam tip:

Remember to begin a letter of application with Dear Mr, Mrs or Ms and end it with Yours sincerely.

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READING Part 3

You are going to read an article in which three people talk about their jobs. For questions 1–10, choose from the people A–C. The people may be chosen more than once.

Which woman...

- runs a company with others?
- feels her private life might suffer from her commitment to her job?
- is likely to do very well in the future?
- feels that others don't always recognise her qualities?
- says she values the input of others?
- has had varied experiences in one job?
- has not yet achieved her main ambition?
- is not self-confident about her own abilities?
- had the opportunity to carry out some research?
- is hoping to improve the lives of others through her present job?

Exam tip:

In the exam there will be more to read and 15 questions. The words in the question are always different from the words in the text.

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A. Carol Jackman, chef

Jackman joined the restaurant Cranberry eight years ago as a waitress. She soon became restaurant manager before making the big leap into the kitchen, working under head chef and owner Peter. With his guidance, she rose to sous-chef. She may be shy and modest (she says she still has a lot to learn), but with her fabulous technique, great organisational ability and creative instincts, he says she should go far. During her time at Cranberry, she has also had two children and she feels they have benefited from seeing a mother getting pleasure from work.

B. Sarah Brookes, architect

She set up a business with two friends to design and build a community centre. They then won a competition run by the government to find out more about the effects of noise on schooling. The firm is currently renovating a school in London. The design will allow flexible, adaptable classrooms and outdoor teaching. Brookes says they hope they will make a difference to the children's lives. Although there is no doubt about that, she worries that she does not always do so well fitting her work and her children into her day and that she often puts work first.

C. Monika Myles, TV director

Myles worked as a TV director for four years, then went on to make some award-winning documentaries. She starts filming this week on a big-budget drama for TV but her eventual dream is to make a feature film. She wants to make films that have a message at the end of them. She is small and young-looking; she says people initially are unsure about what she is capable of. But when she sees a script, she has a vision and is able to translate it into a visual image. She acknowledges the fact, however, that film-making is also a team effort, putting their heads together to create a piece of art.

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