

1 VOCABULARY: Employment

A Unscramble the letters to make words.

- 1 eemloyrp employer
- 2 gmnaae _____
- 3 eiofoprssn _____
- 4 aeerrc _____
- 5 wigknor orhsu _____
- 6 aweg _____

- 7 lyapp _____
- 8 ccattonr _____
- 9 eeettirrmn _____
- 10 eihr _____
- 11 refi _____
- 12 lsryaa _____

B Complete the email with the correct form of the words from exercise 1A. The first letter of each word is given to you.

To: All students

From: President Galarza

Subject: New Work-Readiness Course

The university is now offering a work-readiness course to help any student who is about to graduate and start a new ¹ career. The course is designed to prepare you for any ² p _____ – from architect to accountant. Topics cover how to ³ a _____ for a new position, how to make sure you get a fair ⁴ s _____ or ⁵ w _____, and how to successfully ⁶ m _____ other workers. This course will teach you how to succeed as an employee from the moment you are ⁷ h _____ until ⁸ t _____. Instructors will answer questions about different kinds of ⁹ e _____ and can offer advice before you sign a ¹⁰ c _____. Please visit the university's homepage to sign up.