Unit 1



work

EXERCISE 1

Below are 12 words which are all somehow connected with the world of work. Put the words into two groups.

clerk computer businessman printer telephone colleague secretary manager fax machine typewriter director answering machine





A: Office Workers	B: Office Equipment

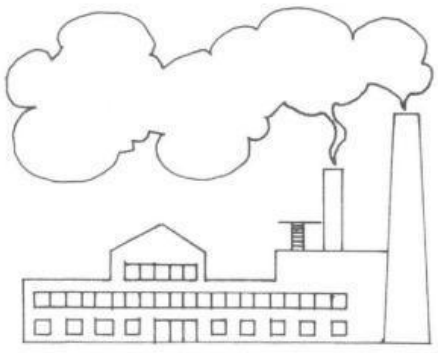




EXERCISE 2

Match the following words which are related to each other in different ways:

1 earn
2 salary
3 workmate
4 job
5 factory



☐ colleague
☐ office
☐ win
☐ wage
☐ work

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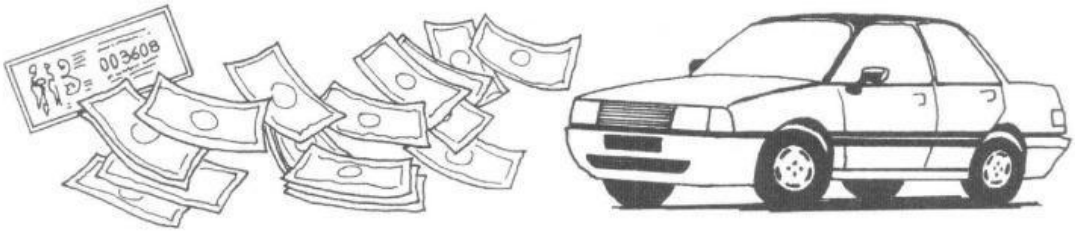
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EXERCISE 3

☞ The words 'earn' and 'win' are often confused by students.
to earn = to get money by working; to get paid for a job, e.g. *earn money*
to win = 1 to gain victory in a game, contest, etc., e.g. *win a match*
2 to obtain a prize in a competition etc., often by luck
e.g. *He won £50 in the crossword competition.*

Show that you understand the relationship and the difference between the pairs of words from EXERCISE 2 by completing the following table with their correct forms:

PAIR OF WORDS	EXAMPLES
	Factory workers are paid a weekly _____ . Teachers are being offered _____ of over £15,000 a year.
	I had a part-time _____ as a gardener when I was a student. Coalminers _____ in dangerous and unpleasant conditions.
	He doesn't _____ enough to support his family. If I _____ the lottery, I'll buy you a car.
	Workers at the car _____ complained about the noise of the new machinery. The lawyer's _____ is on the third floor.
	He sometimes went for a drink after work with his _____ from the building site. She discussed with her _____ the possibility of a promotion to senior manager.



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EXERCISE 4

In recent years, there has been a fashion for starting small businesses, e.g. small restaurants, services or shops. It takes a lot of courage and usually some financial aid in the form of a bank loan to set up your own business. It means taking a risk, too, because you can never be sure if your business will be a success. You could find yourself owing a lot of money to the bank, or, in the worst of circumstances, you could even 'go bust'.
On the other hand, you could earn a good living if you are prepared to work hard — who knows? You could even become a millionaire!

Match the following verbs and noun phrases to form expressions which appear in the text:

1 to set up		☐ a living
2 to take		☐ bust
3 to be		☐ a business
4 to go		☐ a risk
5 to earn		☐ a success

EXERCISE 5

Word building

Complete the following table with the correct form of the words:

VERB	NOUN	ADJECTIVE
succeed		*successful*
live	*life, living*	
	risk	*risky*
manage		*manageable*
encourage	*courage*	

Now use the information above to fill the gaps in these sentences:

1 My parents _____ me to train as an accountant.

2 The shop's _____ locks up at the end of the day.

3 You can't get rich without taking a few _____ .

4 I took the exam but unfortunately I wasn't _____ .

5 My grandfather _____ to the age of ninety-eight.

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EXERCISE 6

Frequently confused words

Fill the gaps in the sentences below with the correct forms of the words in the box:

lend	owe	borrow	debt	loan



1 I _____ a romantic novel from the library.

2 I'm going to ask my father for a _____ of £500 so I can buy a motorbike. Do you think he'll agree?

3 If I _____ you this shirt I know I'll never get it back in one piece.

4 I've spent so much money this month that I'll soon be running into _____.

5 I'm still waiting for you to give me back that fiver you _____ me.

EXERCISE 7

Work-related vocabulary

The words in the box below can be combined with the word **work.** *Sort them into two groups, those which can precede and those which can follow 'work':*

house	man	load	home	paper	force
brick	book	top	over		



_____work	work_____



Now complete the following sentences with the correct compound:

1 A *work* _____ arrived yesterday to put up a new fence.

2 Manywomen complain that their husbands don't do any _____ *work* .

3 Employees are demanding higher wages to compensate for their increased *work* _____ .

4 For your _____ *work* , complete Exercise 10 in your *work* _____ .

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