Jobs and skills

Know how to: biết cách	Look (v) nhìn/ trông
Be on one's own = by one self	Good at: giỏi về
Be under pressure: chịu áp lực	Do one's best: cố gắng hết sức
Find sth adj: thấy cái gì như thế nào	Nervous about: lo lắng về điều gì

I. Choose the correct word to complete the sentences.

1 A hairdresser must *know/get* how to talk to the customers, as well as cut hair.

2 A farmer must be prepared to work on their *alone/own.*

3 A chef often works *under/in* great pressure.

4 When you are learning a new job you will often *get/ have* things wrong.

5 To be a good web designer, you have to *know/learn* fast, because technology is changing all the time.

6 If you *think/find* it difficult to be patient, don't become a teacher!

7 To feel confident in an interview, it's always important to *look/seem* right.

8 If you do *good/well* in your exams you will have a better chance of getting a good job.

II. Choose the best word from the list to complete this text.

at successful found talent getting best look how skills nervous

Louise Jarvis is a very 1) …… young actor. We interviewed her after her performance at the theatre last night. She said drama training was really tough, because 2) …… is not enough! You need so many different 3) …… to be an actor nowadays. She told us how hard she 4) …… it at first. She had to learn 5) …… to dance, and she said she was often

6) …… it wrong. She was quite good 7) …… singing. She said that auditions still make her very 8) …… but you have to remember that sometimes you don't get a part just because you 9) …… wrong, not because you aren't any good. You just have to do your 10) …… and hope they like you!

III. Match the words with the definitions below.

A work experience	E personal assistant	I personnel officer
B sandwich course	F trainee	J office junior
C managing director	G line manager	
D interview panel	H accounts	

1 Someone who is being taught how to do a job.

2 A course in which you go to college on some days and work with a company on others.

3 Something that you are not paid for, but that teaches you about the job.

4 The person who tells you what to do in a company.

5 The person who is in charge of a company.

6 Someone who helps the manager organise a daily schedule.

7 A young person who does general office duties.

8 The department of a company that deals with the money.

9 The group of people who interview a new employee.

10 The person who looks after and helps search for new employees.

Complete the sentences with words from exercise 3 above.

A work experience	E personal assistant	I personnel officer
B sandwich course	F trainee	J office junior
C managing director	G line manager	

D interview panel H accounts

1 The …… decided not to employ any of the candidates.

2 The …… department haven't paid my wages yet.

3 I think it's best to do a …… if you want to be an electrician, so you get some real experience as well as learning the theory.

4 Our new …… has completely reorganized the company.

5 The manager's …… will make an appointment for you.

6 Tanya is doing her …… at a hairdressing salon in London next month.

7 Mr Unwin asked the …… if they could advertise for a new secretary.

8 Amir has just started as a …… gas fitter.

9 Isobel's …… explains things clearly and never gets annoyed when she gets things wrong.

10 Gary started as an …… when he was 17!