

Name: _____

Class: _____

Mr. Minh - Chu Văn An High School - An Giang

Unit 8 THE WORLD OF WORK

READING Vocabulary Task: Listen to the pronunciation and guess what the words/phrases are. And then complete the following sentences with the words/phrases you hear. (All the words/phrases given are on page 34 & 35 – English 12 - Book 2)



1. Has everyone seen the _____ of last month's meeting? → *to take _____ at meetings*(→)



(←) 2. As an experienced secretary, she is exceptionally good *at* creating _____.

3. After leaving high school,



Annabella began her _____ at Shen's, a famous local restaurant. (→)



(←) 4. James is a highly _____ speaker, who can explain the most complex things in the simplest ways.

5. He signed a _____ to become vice president of the football club, a position with great _____. (→)



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Use an English – English dictionary to complete the following definitions:

***An administrator** is someone whose job involves _____ the work of a company or organization

***An apprentice** is someone who works for an employer for a fixed period of time in order to _____ a particular skill or job

Below are some skills and qualities required for the position of an apprentice administrator. Tick the ones that you have. Do you think you are qualified for this job?

	✓
Having time management skills	
Having communication skills	
Well-spoken and articulate	
Responsible and self-motivated	
Flexible and eager to learn	
Friendly and approachable	
Well-organised	
Able to work to deadlines and prioritise tasks	