

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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for an employer for  
to \_\_\_\_\_ a particular skill or job

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 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?

	<input checked="" type="checkbox"/>
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	