

Work → **or** A J ___ / E ___ or L ___ / P ___

1 Read the prompts and fill in the gaps with a suitable word related to work

Brian James left University and decided to a job which he saw advertised in the paper. He the application forms and, a few weeks later, was asked to . He was offered the job that same day.

As he lived in a small town outside the city, he had to every day. He was good at his job and very soon was . However, the company he worked for was having problems. Two people were for stealing and two of their friends in sympathy (☞ sympathy, def b), the directors decided to five more because the company couldn't afford (☞ afford) to keep them, and the managing director decided to early. The atmosphere was so bad that Brian eventually decided to .

2 Use the words in the box to fill in the gaps in the text below

commission prospects candidates references manager salary promotion applicants increment vacancy
employee perks qualifications shortlist pension salesman

A computer company had a (1) _____ for position of (2) _____, and decided to advertise for a new (3) _____. A lot of (4) _____ with good (5) _____ and (6) _____ applied for the job, and after all the interviews had finished, the directors made a (7) _____ of the best (8) _____, then invited them to come back for another interview. The person who eventually got the job was very happy. After all, he would receive an annual (9) _____ of £25,000, with a 5% (10) _____ twice a year, a 15% (11) _____ for each computer he managed to sell, excellent (12) _____ such as private health insurance and a company car, a company (13) _____ to make sure he would be well-off (☞ well-off) when he retired, and the chance of (14) _____ from salesman to sales (15) _____ if he was successful. All in all, his future (16) _____ looked very good.

3 Saying what you do

Complete the Prepositions column.

- 1 I work a multinational company.
- 2 I work a manager.
- 3 I'm charge the marketing department.
- 4 I work a factory.
- 5 I'm responsible customer loans.
- 6 I'm school / university.
- 7 I'm my third year.

4 Adjectives describing a job

- A Everything takes a long time and it's boring.
- B I have to do exactly the same thing every day.
- C It makes me happy because I think it's useful and important.
- D It tests my abilities and keeps me motivated.
- E It's very high pressure, requires a lot of skill and you have to work long hours.
- F The kind of work I do and the people I work with make me want to work harder / do better.

5 People

Write two more jobs in each column.

-er	-or	-ist
lawyer /'ləjə/	actor	psychologist
plumber	conductor	scientist
-ian	others	
electrician	accountant	
librarian	chef /ʃef/	

6 People (P), object (O) or tool (T)

typewriter interviewer porter border hanger
customer saucer lawnmower screwdriver cashier
ladder lawyer hammer cooker bouncer grocer
flyover rubber plumber slipper container
counter butcher folder composer powder
photographer shower

7 Collocations

1 I'm a manager. I'm in charge of the sales department. I have to deal with some very difficult clients. I'm also responsible for publicity. I'm on work at the moment. I'm on maternity leave.

2 I'm part of a team. I always work with other people. I have the opportunity to travel, which is something I appreciate. I have good experience in this job. I think I can go far. I'm hoping to get promoted to head of department next year.

4 I was sacked / fired from my last job. My boss didn't like the way I worked. Now I'm starting my own business and I'm much happier. I only work part-time, from 10.00 to 2.00, and in the afternoon I'm doing an Open University course.

3 I'm hoping to get a raise. I think my salary is very low. It's a temporary job - I'm only on a short-term contract, so I have no job security.

5 I was made redundant. There were too many workers and the company was losing money. I've been out of work for three months now, but I hope to find a job soon. I've been doing some voluntary work at the local community centre. It's unpaid, but at least I'm getting some more work experience.

8 Occupations

A) Complete the table with the words from the box

Arranges makes works controls collects treats
sells delivers make deals sells

1. A traffic Warden	_____	parking and parking meters
2. A dustman	_____	rubbish from people's houses
3. A window dresser	_____	shop window displays
4. A estate agent	_____	people buy and sell houses
5. A secretary	_____	with office correspondence and records
6. An undertaker	_____	arrangements for funerals
7. A bricklayer	_____	brick buildings and walls
8. A civil servant	_____	in a government ministry
9. A vet	_____	sick animals
10. A newsagent	_____	newspapers and magazines from a shop
11. A midwife	_____	babies

B) Now, What's the job?

1. Loads and unloads ships in a port _____
2. Sells valuable objects at an auction _____
3. Test people's eyes and sells glasses _____
4. Represents his country at an embassy _____
5. Prepares books for publication _____
6. treats people's feet _____
7. manages a museum _____
8. designs the inside of houses _____
9. coal from under the ground _____
10. buys and sells shares _____
11. drives someone's car for them _____

9 Complete the text with a word formed from the word in CAPITALS in each gap.

This year, (1) **PRODUCTIVITY** in the factory has suffered because of a lack of expert technical knowledge. As a result we have made very substantial (2) in sending employees on training courses. The fact remains that it is becoming increasingly difficult to get skilled labourers with the right (3) , experience, and above all, (4) The company has also suffered this year from the industrial (5) in November, which saw 340 union members walk out in a pay dispute. Union (6) eventually sat down with management and negotiated a four per cent pay rise, but five working days were lost. We also now recognize the need to (7) in some areas, and our management (8) , Prior and Young, have identified the need for at least three departments to be (9) It is thought that this will mean the loss of between six and ten jobs, though the exact figures will be (10) in the next report.

PRODUCT

INVEST

QUALIFY

EXPERT

ACT

REPRESENT

ECONOMY

CONSULT

STREAM

CLEAR

10 Match the names of jobs in A, with the tools/equipment used in B. More than one answer may be possible.

A
mechanic
doctor
teacher
painter
dustman
farmer
waiter
dentist
hairdresser
postman
musician
soldier
fisherman
gardener
electrician
tailor
carpenter
fireman
miner
cleaner
accountant
cook
police officer
secretary

B
tray
brush
rifle
spanner
net
spade
instrument
thermometer
whistle
dustbin
broom
tape measure
scissors
typewriter
bicycle
calculator
drill
spoon
blackboard
tractor
screwdriver
saw
hosepipe
lamp

11

Use the words
on the right to
fill in the gaps

working, sick, promotion, description, letter, conditions,
pension, covering, trial, scheme, path, pay, prospects,
career, job, claims, travel expenses, form, period

Dear David,

You'll never guess what's happened - I've only got a job! I saw an advert in the press for an administrative assistant at London Insurance, and sent in my CV and a (1) covering letter, more out of curiosity than anything else. Well, to my surprise, I got an interview, and I managed to convince them that insurance is the (2) I intend to pursue. Apparently, they were impressed with my ambition, especially when I said I was looking for a job with good (3), and a week later I was offered the job.

They seem to look after you well - for example, I was told to send in a (4) so that they could reimburse my (5) to the interview. It's little things like that which make all the difference. I was also impressed by the (6) at the office when I went for the interview. So I'm actually starting work on Monday! I've received my (7) now, and it all seems very favourable. After a (8) of one month, I'll be on a permanent contract with (9) and paid holiday. There's even a company (10) which I can join.

David, why don't you apply? They take on 20 new graduates each year. It would be right up your street.

Best wishes,
Fiona

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Same or different?

1. career/post/degree/graduate

2. wages/salary/bonus/perks

3. staff/employer/employee/CEO/headhunter

4. skills/qualifications/training

5. dealer/salesman/client/foreman