

WORKING LIVES



A Complete the conversation with a correct form of the nouns given. Add *a/an* or make the noun plural, where necessary.

Macy Hey, Jack, could you help me with something, please? I need _____ (advice)!

Jack Sure. What's up?

Macy Well, I'm putting together _____ (application) for a job as a personal assistant, and I need _____ (feedback) on my résumé. I wonder if you could give me some _____ (comment).

Jack OK, let me see. Well, you've got _____ (information) here about your last job at the clothing store, but there's not much here about the _____ (training) you've had as a receptionist. I think that's more important.

Macy Yeah, I guess that *is* _____ (detail) I could add. Receptionists and personal assistants do similar _____ (job). I mean, they do similar types of _____ (work).

Jack Have you talked to anyone who is _____ (personal assistant)? In the interview, you'll need to show that you have some _____ (knowledge) of the job.

Macy Yeah, I got _____ (help) from _____ (counselor) at an agency. She was really nice.

Jack Great. Well, it sounds like you're all set, then.

B Complete the sentences with the correct simple present form of the verbs.

1. Today, more and more highly qualified candidates _____ for low-level jobs. (apply)
2. A lot of work experience _____ always necessary to land your dream job. (not be)
3. The research you do _____ an employer that you're interested in the company. (show)
4. Be sure all the relevant information about your jobs _____ on your résumé. (appear)
5. A lot of graduates from my school _____ careers in education. (choose)
6. Specialized knowledge _____ often necessary for jobs in science and engineering. (be)

C Complete the questions with a correct form of the nouns and verbs given. Then answer the questions with information that is true for you.

1. What personal _____ (information) _____ (be) appropriate on a résumé?

2. Who have you asked for help with your résumé? What _____ (feedback)

_____ (be) the most helpful?

3. What _____ (be) some of your most important career _____ (goal)?

4. What special _____ (knowledge) _____ (be) necessary to do your dream job?

5. What _____ (training) _____ (be) required for careers you're interested in?

Or _____ (be) there any special _____ (training)?
