# WORK

**Match 1-10 to a-j to make complete sentences. What do the expressions in bold mean?**

**COLLOCATIONS**

1. When I finish my studies, I'm going to **apply for** a ☐
2. Neil had **been on** ☐
3. All sales managers receive a **company** ☐
4. Danielle decided to **hand in** ☐
5. You can apply to get **unemployment** ☐
6. The company had been **making** ☐
7. Sarah has taken **maternity** ☐
8. The local job centre advertises a number of **job** ☐
9. Construction workers can encounter difficult **working** ☐
10. My brother James **gave up** ☐

a. **her resignation** after she was asked to accept a reduction in salary.
b. **leave** so that she can rest before the birth of her baby.
c. **the dole** for ten months before he landed himself a job.
d. **benefit** as long as you are actively looking for a job.
e. job as an accountant.
f. his job as a journalist to follow a career in politics.
g. **car** as a perk of the job.
h. **conditions**, which is why they need to get paid extra for their efforts.
i. **vacancies** in all fields of employment.
j. **a loss** for five years before it finally went bankrupt.

**Complete the questions with the words in the box. Then answer the questions by referring to the jobs mentioned in the Key Vocabulary list on page 46.**

collar end five job paid shifts team time

**Which occupation(s):**

1. requires someone to be a _____ player?
2. may involve night _____?
3. is considered a white-_____ job?
4. is well- _____?
5. is a _____ with a future?
6. is a dead-_____ job?
7. is a nine-to-_____ job?
8. can be done on a part-_____ basis?

**Match the types of work 1-8 to the definitions a-h.**

1. A holiday job is ☐
2. An unpaid job is ☐
3. Freelance work involves ☐
4. A desk job involves ☐
5. A seasonal job is ☐
6. An extra job is ☐
7. A demanding job can be ☐
8. A blue-collar job involves ☐

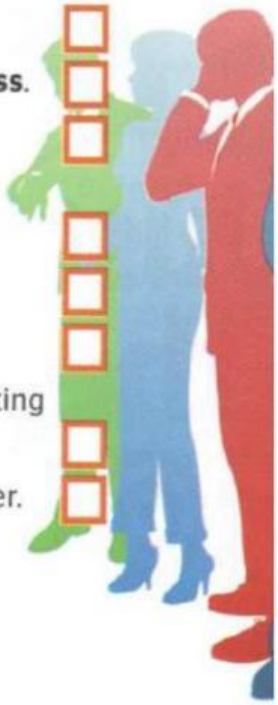
a. done on a voluntary basis, usually in order to gain work experience.
b. working in an office using mainly mental ability.
c. usually taken on to supplement the salary of one's main job.
d. physical work.
e. a temporary job done by students during the summer break from school.
f. both tiring and stressful.
g. working for a number of organisations rather than just one.
h. only available at certain times of the year.

LIVEWORKSHEETS

## PHRASAL VERBS

Read sentences 1-8 and match the phrases in bold to the meanings a-h.

1. It's always nice to have a day off, but then you have to **catch up on your workload** when you return.
2. After being made redundant, George decided to **set up his own business**.
3. Our company is **taking on staff** to cope with the increased workload.
4. A combination of bad management and increased competition resulted in the corner shop **going out of business**.
5. My boss usually just explains what he needs and then **leaves me to it**.
6. Getting a promotion naturally involves **taking on** more **responsibility**.
7. The CFO decided to **stand down from his position** following disappointing yearly results.
8. With such hard work and dedication she's sure to **get ahead** in her career.



a. to formally create a new company
b. to stop operating as a business due to financial difficulties
c. to do work that you didn't do earlier
d. to be successful in one's job
e. to accept more authority but also more blame if something goes wrong
f. to employ people
g. to agree to leave a position in a company or organisation
h. to allow someone to continue with what they were doing before

## IDIOMS

Complete the sentences with the correct form of the idioms in the box.

be tied up | be the breadwinner | get the sack | put on hold | be an up-and-coming employee | work 24/7

1. My mum has _____ in the family ever since my dad lost his job.
2. The development of the new warehouse has been _____ because of financial problems.
3. Since the birth of my baby daughter, I have been _____ to make sure I can support my family.
4. I was shocked to hear that Oliver _____ because he is such an industrious and trustworthy individual.
5. I couldn't make it to the match last night because I _____ at work.
6. Andrew _____ and is expected to climb the career ladder quickly.

LIVEWORKSHEETS

Now complete the sentences with the correct form of the words in the boxes.
In some cases, more than one word may be correct.

job occupation work profession position

1. People in the medical _____ work long hours.
2. In order to get a(n) _____ as a computer analyst, you need a degree in Computer Science.
3. Betty has been out of _____ since January.
4. I was asked to write my present _____ on the application form.

skill quality qualification experience

5. To get the job, you must have at least three years' _____ in telecommunications and the necessary _____, one of which is a university degree.
6. Leadership _____ are required by a Prime Minister, as well as good communication _____.

salary wage payment income bonus

7. My _____ gets paid into my bank account every fortnight.
8. Young workers under the age of 21 get the minimum _____ set by law.
9. My _____ from my job isn't sufficient to cover any holiday expenses. Only when I get a(n) _____ at the end of my six-month evaluation can I afford something like that.
10. Your car _____ will be due on the tenth of each month.

LIVEWORKSHEETS