Careers

UNIT 11

Lesson A Vocabulary and Grammar

A Match the sentence halves.

1. Zhu has some work _____
2. Zhu did volunteer _____
3. Zhu has been placed in a training _____
4. Minerva is a business _____
5. Minerva's company has 60 _____
6. Right now, Minerva is looking for a personal _____

a. work last summer.
b. assistant to help her.
c. experience.
d. program.
e. owner.
f. employees.

B Complete the text with words from the box. One word is not needed.

assistant	boss	employees	experience
owner	qualifications	training	volunteer

Two months ago, I saw an advertisement for a job as a sales (1) _____ in a clothing store. I believed I had the right (2) _____, so I applied for the job. In the interview, I answered questions about my (3) _____, my extracurricular activities, and when I worked as a (4) _____ in my local community. Two days later, they told me that I had gotten the job. During the first week, I had to do some (5) _____ to learn about how to deal with customers and how to use the cash register. So far, my (6) _____ seems pleased with me because I am learning quickly. The other (7) _____ are really friendly, too. They help when I am not sure how to do something. I really like my new job.

C Rewrite the underlined part of each sentence with the word(s) in parentheses so that it has the same meaning.

1. It's a good idea to do volunteer work if you can't get a paid job.
   (should) _____
2. It's important to send your application today, or you'll miss the deadline.
   (had better) _____
3. It's not a great idea to wear shorts on your first day of work.
   (shouldn't) _____
4. If you can, remember to smile because first impressions are very important.
   (should) _____
5. You should practice your Russian before the exam. You have forgotten a lot.
   (had better) _____
6. It's a bad idea to arrive late to meetings with your boss.
   (shouldn't) _____

LIVEWORKSHEETS

Lesson B Listening

A 23 **Listen to the job interview and circle the correct information.**

▲ A job interview often begins with a handshake.

1. In her last job, Katrina *often* / *rarely* had contact with clients.
2. She saw the ad for the job *in a newspaper* / *on the company website.*
3. Katrina spent three *months* / *years* in her last job.
4. Katrina has experience *working well in a team* / *being a good team leader.*
5. At her previous job, Katrina worked on *one thing at a time* / *many things at the same time.*
6. Katrina will have to *work in an office* / *travel a little* if she gets the job.
7. Katrina needs to have *average* / *good* math skills to do the job.

B 23 **Read the statements. Then listen to the interview again. Write T for *true*, F for *false*, or NI for *no information.***

_____ **1.** Katrina has a bachelor's degree in digital media.
_____ **2.** Katrina worked as an intern in Europe during college.
_____ **3.** Katrina believes digital marketing is important for a company to be successful.
_____ **4.** Katrina worked on team projects in college.
_____ **5.** Katrina explains how she has dealt with difficult clients on social media.
_____ **6.** Katrina enjoys the challenge of working under pressure.
_____ **7.** The company doesn't offer any training.
_____ **8.** Katrina wants to work in another country.

C 23 **Listen again and number the questions in the order that you hear them (1–8). Then mark intonation in each question with an up arrow (↗) for rising intonation or a down arrow (↘) for falling intonation.**

_____ Where do you see yourself in five years? _____
_____ Why are you interested in digital marketing? _____
_____ Is there any training required for the job? _____
_____ Are there any opportunities to travel in this job? _____
_____ Are you good at working under pressure? _____
_____ How did you hear about the position? _____
_____ Do you have any questions for me? _____
_____ Do you consider yourself good with people? _____

LIVEWORKSHEETS

Lesson C Vocabulary and Grammar

A Complete the table with the correct participial adjectives.

Noun	*I feel...*	*The experience was...*
surprise		
interest		
boredom		
satisfaction		
terror		

B Circle the correct participial adjectives.

Carrie Miller is a travel writer. She has to travel a lot on her own for work, but she still remembers the first time she traveled by herself. It was quite an (1) *interested* / *interesting* experience. When she was 20 years old, she booked a trip to Darwin, in northern Australia. Her friends may have been (2) *interested* / *interesting* in going with her, but, unfortunately, they didn't have enough time or money. So, she went by herself. At the beginning of her trip, she says she made a lot of mistakes. She felt really (3) *embarrassed* / *embarrassing* until the day when a British woman came up to her and told her how brave she was for traveling on her own. Carrie found the woman's words (4) *surprised* / *surprising*. Over the next 21 years, Carrie became more confident and comfortable traveling alone. Although the idea of traveling solo was (5) *terrified* / *terrifying* at first, now she feels (6) *satisfied* / *satisfying* with all that she has achieved.

C Complete the conversation with words from the box. One word must be used more than once.

anyone | anything | anywhere | everyone | no one | someone | somewhere

Martha: So, have you decided what you're going to do after you graduate?

Raj: No. I'm really worried! I only have three months left.

Martha: Have you talked to (1) _____?

Raj: Yes, I've spoken to (2) _____ about it. They all have opinions about what I should do. I can't go (3) _____ without people offering me advice. Mom and Dad want me to join the family business. My sister thinks I should travel (4) _____. My career advisor, Ms. Gomez, made a few suggestions.

Martha: And did you like (5) _____ that she suggested?

Raj: No. That's the problem.

Martha: So, tell me. What do *you* want to do?

Raj: I think I want to be a sound engineer. I'm still not sure, so don't tell (6) _____ yet.

Martha: I won't. (7) _____ needs to know right now. Why don't you organize some work experience to see if you like it? Maybe Ms. Gomez can connect you with (8) _____ who works in the industry.

Raj: That's a great idea! Thanks, Martha.

LIVEWORKSHEETS

Skills for the Future

For some people, the way technology is changing the workplace is exciting; for others, it's terrifying. Many people are worried that robots and machines will take everyone's jobs away. It's true that companies will use robots more in the future, but this doesn't mean that human jobs will completely disappear. (1) _____, but job priorities will change. For example, the owner of a business could spend less time analyzing reports if **artificial intelligence** could do it better, leaving more time for team training. The human side of business, (2) _____, will become even more important than it is today.

(3) _____. Even though it's difficult to guess which jobs will be around twenty-five years from now, it's clear that technical skills will still be very important in the future. Today, many jobs are connected to science, technology, engineering, and mathematics (STEM), and this won't change in the next few years. As technology continues to develop, people had better improve their STEM skills and knowledge of **coding** if they want to keep up.

Yet technical skills aren't the only things that will help you get a job in the future. Critical thinking and people skills will become increasingly important, too. Even though robots can do a lot of things better than humans, human interaction is best done by humans, and this is unlikely to change. (4) _____, people need to have good communication skills and be able to listen to and understand their coworkers and customers.

Finally, if somebody wants to get a job in the next 25 years, they should also be creative. At the moment, (5) _____, but they are not creative in the same way that humans are. They don't think outside the box. Although technology will bring many changes to the way employees work, what makes us human will always make us valuable.

artificial intelligence computer programs that copy some qualities of human intelligence, such as translating languages or recognizing images

coding writing computer programs

Robots are used for cooking and food delivery in a restaurant in Kunshan, China.

LIVEWORKSHEETS

A Before you read the article, answer the questions.

1. Do you think your job or jobs you know about will be different in the future? How?

_____

2. What skills do you think people will need to get a job in the future? Make a list.

_____

B Read the article. Match the phrases and sentences below to the correct spaces in the article.

a. robots are good at locating a problem or analyzing data
b. In order to work together effectively
c. which includes creativity and interpersonal skills
d. People will still have to work
e. Twenty-five years ago, many of today's jobs didn't exist

C Write the underlined words and phrases from the article that match the meanings below.

1. _____: look for creative solutions to problems
2. _____: knowledge of STEM and coding
3. _____: very scary
4. _____: the most important tasks to do at work
5. _____: ability to connect well with other people
6. _____: significant; very important

D Read the article again. Check the skills on your list in **A** that are mentioned in the article.

E Read the statements. Write **T** for *true* or **F** for *false*. Correct the false statements.

_____ **1.** Some people are terrified of the ways technology will change the working world.

_____ **2.** In the future, robots and machines will take everyone's jobs.

_____ **3.** Use of machines and robots may change the important tasks that a person does at work.

_____ **4.** There is nothing humans do better than robots.

_____ **5.** Jobs won't change in the future.

_____ **6.** People will need strong STEM skills in the future.

_____ **7.** Creativity and communication skills won't be important in future jobs.

_____ **8.** According to the article, humans will always be important in the workplace.

LIVEWORKSHEETS

Lesson E Writing

A Read the quotations. Write the names of the people next to the skills they talk about.

"In my last job, I was responsible for a team of five people. I organized the group so that everybody had something to do, and I regularly checked on their progress to make sure we achieved our goals." — **Yu Yan**

"When I'm faced with a problem, I'm very good at thinking outside the box and seeing something from different points of view. I think this is why the advertising campaigns I've designed have been so successful." — **Lev**

"I really enjoy working with other people. My most positive experience was when I worked as a volunteer in a center for homeless people. There were about ten other volunteers. Together, we organized a soup kitchen. It was really successful and is still serving the homeless a year later." — **Joy**

"I have a lot of experience with coding and have built many successful websites." — **Derick**

"I learned French in school, but I became fluent after spending six weeks living in Quebec and teaching at a ski school. I am now learning Mandarin." — **Sofía**

1. people skills _____

2. creative thinking _____

3. language skills _____

4. leadership skills _____

5. technical skills _____

B Choose one set of questions (1, 2, or 3). Answer the questions in your notebook. Give as many details as possible.

1. What extracurricular activities do you do? What do you do in your free time?
What skills have you developed through these activities?
How do these skills make you a good candidate for a job?

2. Have you done any volunteer work?
What skills did you develop during the experience?
How can you use these skills in the workplace?

3. Have you spent any time abroad? / Are you living abroad now?
What challenges did you face? / What challenges have you faced so far?
What did you learn / have you learned from the experience that you could use at work?

C Use your answers to the questions in **B** to write a paragraph in your notebook. Remember, you need a topic sentence, supporting details, and a conclusion. You can use one of the topic sentence starters below to help you start your paragraph, or use your own ideas.

> One of the biggest challenges I have ever faced was when…
> One of the most significant learning experiences in my life was when…
> Some people might think it's just a hobby, but I've learned a lot from…

LIVEWORKSHEETS

Review

UNIT 11

A Write words from Lesson A to complete the sentences. The first letter of each word is given.

1. The b_____ tells people in the company what to do.
2. An a_____ helps customers or supports other people in the company.
3. You can get q_____ for a job by completing a course or taking an exam.
4. When the company is yours, you are a business o_____.
5. Work e_____ refers to the knowledge and skills you get from doing a job.

B Complete the sentences with words from the box. One is not needed.

better	get	had	maybe	should	shouldn't

1. If you want to study for a master's degree, you _____ better get a bachelor's degree first.
2. You _____ make an appointment with the career advisor if you're not sure what to study.
3. You _____ forget to put your extracurricular activities on your resume.
4. If you want to get a good job, then you had _____ work hard.
5. You should _____ some work experience as a teacher first to see if you like it.

C Complete the sentences with the correct participial adjective form of the noun in parentheses.

1. There is nothing to do here. I am so _____. (boredom)
2. I never expected that. It was _____. (surprise)
3. I enjoyed doing that. It was really _____. (satisfaction)
4. I have never been so scared in all my life. I was _____. (terror)
5. You should read the book I lent you. I think you'll find it very _____. (interest)

D Rewrite each sentence using a word from the box so that it has the same meaning as the sentence given.

everyone	no one	nothing	something	somewhere

1. All of us are going to study abroad.

   _____

2. There isn't anybody studying medicine here.

   _____

3. I want to work in a place I already know.

   _____

4. He didn't do anything all weekend.

   _____

5. That was one thing he learned in his writing class.

   _____

LIVEWORKSHEETS