



Review the vocabulary **JOBS**



2 VOCABULARY Read the job adverts. Use the words in **red** to complete the vocabulary tables.

Telesales operator

Working in our busy call centre, you will answer the **phone** and deal with the **public**. The work is **challenging**, but rewarding. **Shift** work: either 07.00–15.00 or 15.00–23.00.

Bank clerk

Well-**paid** job for an experienced clerk. Working mostly on your **own**, you will be in **charge** of the reception desk and serve **customers**. Salary negotiable.

Construction workers

Skilled and **unskilled** workers required: plasterers, electricians, carpenters, labourers. **Work part-time** or full-time (35-**hour** week.)

Fruit-pickers

Fruit-pickers needed for farm in Norfolk. Working in a **team** of ten people. You can **earn up** to £9.50 an **hour**.

Activities at work

answer the ¹ _____	deal with the ² _____
use a computer	work on your ³ _____
do paperwork	work in a ⁴ _____
do manual work	be in ⁵ _____ of
serve ⁶ _____	supervise people

Hours of work

work ⁷ _____	do ⁸ _____ work
work nine-to-five	work a 35- ⁹ _____ week

Pay

salary	well- ¹⁰ _____	badly-paid
¹¹ _____ (money)	£6 an ¹² _____	

Describing work

stressful	busy	fun	tedious
¹³ _____	menial	easy	rewarding
skilled		¹⁴ _____	

Agent nouns

We can use the following suffixes for people who do particular jobs or activities: **-er, -or, -ist, -ant, -ian**.

actor journalist manager
musician shop assistant

Read the **Learn this!** box. Then complete the nouns below using suffixes. Use a dictionary to help you.

- | | |
|-------------------------|---------------------------|
| 1 carpent_____ | 12 optic_____ |
| 2 archaeolog_____ | 13 pharmac_____ |
| 3 account_____ | 14 fruit-pick_____ |
| 4 child mind_____ | 15 politic_____ |
| 5 civil serv_____ | 16 reception_____ |
| 6 telesales operat_____ | 17 scient_____ |
| 7 port_____ | 18 social work_____ |
| 8 electric_____ | 19 software programm_____ |
| 9 flight attend_____ | 20 translat_____ |
| 10 IT consult_____ | 21 wait_____ |
| 11 mathematic_____ | 22 police inspect_____ |

Complete the sentences by adding the suffixes from the box to the words in **bold** to make names of jobs. Which of the jobs are shown in the pictures?

.....
-ant -er -ian -ist -man/-woman -or
.....

- A person who is responsible for the **accounts** of a company is an _____.
- A person who **directs** films is a _____.
- A person who repairs **electrical** devices/things is an _____.
- A person who works in a **library** is a _____.
- A person who plays **music** is a _____.
- A person who works in **politics** is a _____.
- A person who **programs computers** is a _____.
- A person who delivers the **post** is a _____.
- A person who has studied **psychology** is a _____.
- A person who takes **photographs** is a _____.
- A person who works in the field of **science** is a _____.

Read the puzzle. What is the answer? Why do many people find it difficult to answer this puzzle?

A man and his son are in a serious car accident. The man dies and the son is taken to hospital. When he gets there, the surgeon sees the boy and says: 'I can't operate on this boy. He's my son!'

How can this be?

The suffix *-ess* indicates that the person doing a job is a woman:

actress air hostess manageress waitress

However, it's now more usual to use the same term for both men and women:

actor flight attendant manager waiter

The neutral words *assistant, worker, person* or *officer* are now often used instead of *-man* or *-woman*:

police officer spokesperson

Write a neutral word for each job

- 1 The policeman arrested the shoplifter.
- 2 The air hostess served our food.
- 3 The manageress interviewed me for the job.
- 4 The chairman said the meeting would last half an hour.
- 5 Meryl Streep is one of the best actresses in Hollywood.
- 6 The spokeswoman explained the company's decision.

work (verb)

- 1 **work** = function

This MP3 doesn't work. I think it's broken.

- 2 **work out** = calculate; find the answer

I can't work out the answer to this sum.

I can't work out why he did that.

- 3 **work out** = train at the gym

Jason is very fit. He works out every morning.

- 4 **work on** = try to improve

My son needs to work on his spelling. It's awful!

work (noun)

- 1 **be out of work** = be unemployed

My dad's out of work. There aren't any jobs round here.

- 2 **be off work** = not be at work because you are not well

My uncle's off work with a bad back.

- 3 **get down to work** = start working

I've only got two hours to write this essay. I need to get down to work.

- 4 **go back to work** = start work after a period away

She went back to work when her baby was a year old.

Read the *Learn this!* box. Complete the sentences with a phrase with *work* in the appropriate form.

- 1 My mum decided not to _____ after she had had her first baby.
- 2 I dropped my mobile into a puddle of water and now it _____.
- 3 Most industries have closed down in this area, so many people are _____.
- 4 I quite like running or cycling to keep fit. But I hate _____ at the gym.
- 5 I can't _____ where that sound is coming from. Do you know?
- 6 Tom is _____ this week. He's got the flu.
- 7 Let's stop chatting and _____. We've got a lot to do.
- 8 I can't really understand her. She needs to _____ her pronunciation.

CD 2-02 Read the dialogue and choose the best words a–c for each gap. Then listen and check.

BARRY: Excuse me, Mr O'Reilly, may I have a word with you?

MR O'REILLY: Yes, Barry, of course. What is it?

BARRY: Mr O'Reilly, I've been thinking maybe it's time I had a ¹ **rise**. I've been working here for five years, I ² **my job** well, I've never **taken a day** ³ **off**, but my salary is still the same as when I started.

MR O'REILLY: It seems to me you're ⁴ **paid**, and as you know the ⁵ **fringe** we give are unusually good: you've got health insurance, a staff canteen...

BARRY: But what about overtime, Mr O'Reilly? I **work** really **long** ⁶ **hours**, you know.

MR O'REILLY: Well, Barry, we all have to do our best, don't we? I'm sure you're proud to be **part of** such an excellent ⁷ **team**, aren't you? And you'll get a bonus at Christmas.

BARRY: Thank you, Mr O'Reilly.

- | | | |
|--------------|---------|-----------|
| 1 a income | b wages | c pay |
| 2 a make | b work | c do |
| 3 a off | b free | c out |
| 4 a good | b well | c much |
| 5 a benefits | b fees | c bonuses |
| 6 a time | b day | c hours |
| 7 a group | b team | c work |

Complete the sentences with the correct prepositions from the box.

as for (x 4) of on (x 2)

- He **works** **for** a big international company.
- She **works** **as** a receptionist.
- I'm **working** **on** a new invention.
- She's **in charge** **of** the music department of a big shop.
- What do you **do** **for** a living?
- He **applied** **for** a job in Thailand.
- She's **responsible** **for** all the correspondence in the office.
- The workers felt so angry about the bad working conditions that they **went** **on** strike.

WORK AND MONEY

Match the words to the definitions.

- | | |
|-----------|---|
| 1 salary | a money that you make by selling things or doing business |
| 2 wages | b the money a retired person receives |
| 3 fee | c money paid every month for work |
| 4 income | d extra money paid to employees e.g. as a reward for good work |
| 5 profit | e money paid per hour or per week of work |
| 6 bonus | f payment for professional services, e.g. of a doctor or lawyer |
| 7 pension | g all the money a person makes (and has to pay tax on) |

Circle the words or phrases in bold that complete the sentences correctly.

When I was 27, I started my first job. It really wasn't easy to find a(n) (1) **well-paid / extra** and interesting job then. I did a lot of casual work, however, I couldn't (2) **support / bring up** my family so I had to look for a better job. I worked as a kitchen helper for a while but soon I was (3) **sacked / self-employed** and my husband (4) **also got a commission / was also made redundant**, so we were both (5) **on the dole / dismissed**.

Not having any chances of finding a job with a future, as I didn't have either work experience or good (6) **qualifications / salary**, I had to go abroad to make a living. I did seasonal work picking strawberries. The pay was good, but the (7) **workmates / working conditions** were really difficult. When I came back, my husband and I decided to (8) **start our own business / go for an interview** even though it would require a lot of hard work and dedication.

Now, we are 55 and we (9) **retired / got a pay rise** two years ago. Our son is (10) **in charge of the company / given notice** and we are living happily off our high pensions.

This just goes to show that you can be successful, provided you never give up hope.