Resource Activities 3

Vocabulary

- **Jobs/Job qualities/Requirements**

1 Find eight job titles in the grid.

S	U	R	G	E	O	N	T
E	A	C	T	O	R	R	E
S	A	N	S	O	O	T	A
R	A	E	T	T	B	R	C
U	E	C	I	N	O	D	H
N	O	D	E	C	I	T	E
D	E	W	A	I	T	E	R
F	A	R	M	E	R	D	E

2 Fill in: *stressful*, *hardworking*, *CV*, *application*, *experience*, *degree*, *advertisement*, *communication*.

Dear Miss Higgins,
I am writing in response to your job **1)** ..... for the position of nurse at Swan Hospital.
I graduated from Bristol University in 2010 with a(n) **2)** ..... in Nursing, and have four years **3)** ..... working as a nurse at Medlin Hospital in London. From this position, I learned how to work well in **4)** ..... environments. Also, I consider myself to be **5)** ..... and I have excellent **6)** ..... skills.
I have attached my completed **7)** ..... form and a copy of my **8)** ..... to this email. I look forward to hearing from you.
Yours sincerely,
Nancy Chandler

3 Fill in: *shift*, *profession*, *salary*, *career*, *applicant*, *position*.

1 Immediately after the interview, they offered Sandra the ..... .
2 David decided to enter the teaching ..... after he finished university.
3 Benjamin will earn a higher ..... when he gets promoted.
4 Julie had to work a 12-hour ..... at the hospital yesterday.
5 The manager told the ..... to fill out a form.
6 During his ....., Henry rose to the position of executive.

4 Match the words to form collocations.

1	working	a	course
2	medical	b	position
3	full	c	letter
4	key	d	history
5	successful	e	candidate
6	covering	f	training
7	online	g	environment
8	quick	h	learner

- **Work/Education**

5 Choose the correct item.

1 I got a part time job to ..... experience before entering university.
A gain **C** earn
B win **D** raise

2 When the restaurant closes down, all of the staff will ..... their jobs.
A drop **C** lose
B quit **D** miss

3 A police officer ..... our neighbourhood every day.
A races **C** patrols
B fights **D** defuses

4 He ..... a degree in Economics.
A keeps **C** takes
B holds **D** attaches

5 Karen has a high ..... in the company.
A rank **C** job
B post **D** place

6 Jason is going to ..... in a college course tomorrow.
A apply **C** appeal
B enroll **D** graduate

6 Choose the odd word out.

1 banker/designer/construction/counsellor
2 efficient/expensive/polite/hard-working
3 experience/knowledge/qualification/CV
4 graduate/occupation/profession/career
5 salary/wages/bonus/well-paid

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LIVEWORKSHEETS

Resource Activities 3

Grammar

- **Will/be going to**

1 Complete the exchanges with *will* or *be going to* in their correct form.

1 A: It's cold. I ..... make a cup of tea. Would you like one?
B: Yes, I ..... have one with two sugars, please.

2 A: The printer has run out of black ink.
B: OK. I ..... go to the store room and get some.

3 A: What is Mr Frank's schedule for the afternoon?
B: He ..... meet a client for lunch.

4 A: Rachel, did you call Mrs Jones?
B: I'm sorry, I forgot. I ..... do it as soon as I've sent this email.

5 A: Watch out, James! You ..... drop those plates!
B: Thanks, Emma. That was close!

6 A: I think I ..... go to the café for lunch. Would you like to join me?
B: I can't, I've already got plans. I ..... meet up with Terry.

- **Future continuous/Future perfect**

2 Choose the correct verb form.

1 By the end of this week, I **will finish/will have finished/will be finishing** the report.
2 According to the email, we **will attend/will be attending/will have attended** meetings tomorrow between noon and 4 pm.
3 Jacob **will set/will be setting/will have set** all of the tables in the restaurant as soon as he arrives in the morning.
4 This time tomorrow, I **will travel/will be travelling/will have travelled** to Sweden for a business trip.
5 Mike **will return/will be retuning/will have returned** from his holiday by Monday.
6 The manager **will interview/will be interviewing/will have interviewed** candidates for the rest of the day.
7 Unless you apologise, I **will report/will be reporting/will have reported** you to the manager.
8 At exactly five o'clock tomorrow afternoon, Anna **will drive/will be driving/will have driven** home from work.

- **Time clauses**

3 Underline the appropriate time word/phrase and put the verbs in brackets into the correct form.

1 You'll have to wait **until/when** the manager ..... **(arrive)** to lodge a complaint.
2 The meeting ..... **(finish) as/by** noon, so I'll call you then.
3 Daphne always takes her laptop with her **when/as** she ..... **(go)** on holiday.
4 I'm sure Mr Franks ..... **(return)** your call as **long/soon** as he gets a chance.
5 Simon shouldn't return to work **until/by the time** he ..... **(feel)** better.

- **Present/Future Tenses**

4 Choose the correct item.

1 As soon as Lorraine ..... she is going to go travelling in South America.
A graduates **C** will graduate
B is graduating **D** will be graduating

2 When the surgeon ..... operating on the patient, she will speak to the family.
A finish **C** will finish
B is finishing **D** has finished

3 If you work hard, I'm sure you ..... the report.
A will complete **C** are completing
B have completed **D** complete

4 Alan ..... away from his office all day tomorrow.
A is working **C** will be working
B will work **D** will have worked

Key word transformations

5 Use the word in bold to complete the second sentence so that it means the same as the first. Use two to five words.

1 My intention is to study law in London next year. **GOING**
I ..... law in London next year.

2 Emma turns 10 next month. **BE**
Emma ..... old next month.

3 The first thing he does when he gets to work is check his emails. **SOON**
He checks his emails ..... to work.

4 Alan will be home before six o'clock. **ARRIVED**
Alan ..... by six o'clock.

5 Lucy may get promoted soon. **GET**
Perhaps Lucy ..... soon.

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LIVEWORKSHEETS

Resource Activities 3

Everyday English

Choose the correct response.

1 A: How was your business trip?
B: **a** It didn't go very well at all.
b Thank you for your time.

2 A: I got offered a promotion today!
B: **a** Congratulations!
b Oh, that's a shame.

3 A: What previous experience do you have?
B: **a** I'd like to volunteer here.
b None, I'm afraid.

4 A: I feel so stressed about work.
B: **a** You need to calm down.
b You've got a point.

5 A: Are you okay?
B: **a** I'm nervous about my interview.
b I'll let you know how it goes.

6 A: Can we re-arrange the meeting for tomorrow?
B: **a** I look forward to hearing from you.
b Sure, that's not a problem.

Phrasal Verbs

Choose the correct particle.

1 A new owner has recently taken **over**/**up** the bakery.
2 Jeremy has given **off**/**up** applying for jobs in sales.
3 Mike's boss gave him **away**/**back** the report with some comments.
4 The taxi driver picked **up**/**out** the couple outside the airport.
5 It took hours for the firefighters to put **out**/**off** the flames.
6 A member of staff was handing **back**/**out** free samples of cheese.

Prepositions

Choose the correct preposition.

1 Gillian left home early so that she wasn't late **for**/**at** the meeting.
2 The manager was very satisfied **with**/**for** her staff's efforts during the sale.
3 The surgeon had to operate **in**/**on** the patient immediately.
4 Linda's work experience made her the most suitable candidate **to**/**for** the job.
5 All of the staff are hard **at**/**to** work in the chocolate factory.

Word formation

Use the word given in capitals to form a word that fits in the gap.

1 It's Peter's ..... to lock up the shop after closing time. **(RESPONSIBLE)**
2 Having an interview can be a very ..... experience. **(STRESS)**
3 John hopes to work in the ..... industry after he graduates. **(ENTERTAIN)**
4 Luke's friendly ..... made him a great waiter. **(PERSONAL)**
5 Having the right ..... on your CV will help you to get a job. **(QUALIFY)**
6 Dr Smith is a(n) ..... in diseases of the nervous system. **(SPECIAL)**
7 Many of the staff think that the restaurant needs better ..... . **(MANAGE)**
8 After Anna's ....., she got her own office. **(PROMOTE)**

Writing

Read the rubric and complete the writing task.

You've seen this advertisement for a weekend job in the window of a local shop. Write an **email** of application (120-160 words). In your email mention:
- why you'd like to work there
- what qualities make you a suitable candidate

STAFF REQUIRED

The Gift Box is looking for weekend staff. We need enthusiastic and friendly people to serve customers at the till as well as help them with any queries they might have on the shop floor. Previous retail experience is desirable but not essential as we will provide training. Apply to Mr Reynolds at:
jobs@giftboxshop.com

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Resource Activities 3

Reading

Read the texts and for questions 1-10, choose from the texts (A-D). Each text may be chosen more than once.

Which person mentions that:

1. being sociable is an important part of their job. ....
2. they sometimes finds their work stressful. ....
3. their work is sometimes exhausting. ....
4. they disliked a previous job. ....
5. they run their own business. ....
6. they didn't succeed in their education. ....
7. they enjoy being creative. ....
8. they like to watch other people succeed. ....
9. they had to take a special test to get their current job. ....
10. they've worked in the same position in different locations. ....

A When I started working as a doctor in a public hospital, the long hours and difficult working conditions didn't come as a surprise to me. From what I heard during my studies, I was well aware what I was getting into. Still, though, the 12-hour shifts can be very tiring and I often get anxious about making the wrong decisions. But there are positives to my job, too. I get the opportunity to help people and even save lives. Seeing my patients recover and go home to their families gives me an enormous sense of achievement. I hope I will be in this job for many years to come.

B Ever since I was a teenager, I've loved doing people's hair and would always practise on my sister and friends. So, when I was 20, I studied for a diploma in hairdressing, passed with flying colours, and started work in a local salon. Now, 10 years later, I own my own salon and employ four people. For me, hairdressing is like an art form – I love coming up with new style for my clients. You have to be good with people, though. Most of my clients like to chat while I'm doing their hair, so you need to be able to talk to people from all walks of life.

C It's hard to believe, but next month, I will start my twentieth year as a secondary school teacher. I got my first position as soon as I graduated from university and although I've changed schools a few times, it's still the only job I've ever done. That doesn't mean I find it easy, though. I often have to deal with badly-behaved children and demanding parents, but I never let those sorts of things stress me out. All in all, it's a very rewarding profession. I teach science, and get a huge sense of satisfaction from inspiring in my students a wonder for the world around us. Plus, of course, it's great to share their joy when they pass important state exams.

D For a variety of reasons I didn't do well at secondary school, which meant I couldn't get into university. At first, I tried being a waiter but couldn't stand it, so my dad, who was a taxi driver at the time, suggested I join his profession. First, though, I had to get my driving license, as well as pass a very difficult test called the 'Knowledge.' This requires you to know all the major streets in London! Luckily, I passed both and haven't looked back since. I've been driving a taxi for twenty years now, and I love it. I've even met a few famous personalities over the years. In fact, this time tomorrow, I'll be driving a Hollywood celebrity to the airport!

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Pairwork Activities 3

Student A

Work with Student B. Ask questions to find out information about a job vacancy.

Animal Carer Wanted

Paws 4 Thought Animal Rescue Shelter

We are looking for enthusiastic animal lovers to join our team full-time from September. Duties will include feeding animals, walking dogs and cleaning out kennels.

Experience of working with animals is desirable but not essential. We will provide full training as well as uniforms for the successful candidates.

Interested? Call Debbie on 01888-765847.

Tropicana Water Sports Centre

- what/job?
- when/job/start?
- what/responsibilities?
- experience?
- what/wear?
- how/more information?

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Pairwork Activities 3

Student B

Work with Student A. Ask questions to find out information about a job vacancy.

TROPICANA WATER SPORTS CENTRE

EQUIPMENT HIRE ASSISTANT WANTED

The Tropicana Water Sports Centre are looking for an enthusiastic and friendly person to assist at the equipment hire stall from July.

Duties include: taking payments, helping customers, and cleaning and setting up equipment.

Previous experience of water sports is required.

No uniform is provided.

To apply, email Jake at: j.brown@surfsup.co.uk.

Paws 4 Thought Animal Rescue Shelter

- what/job?
- when/job/start?
- what/responsibilities?
- experience?
- what/wear?
- how/more information?

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Portfolio Activities 3

Name: ..... **Date:** ..... **Class:** .....

You are doing research for a school project about jobs. Interview a family member about his/her job and complete the questionnaire below. Attach a photo.

attach photo

Name: _____
Age: _____
Job: _____

1 How long have you been working in your current job?

.....

2 How did you get the job?

.....

3 What qualifications are necessary for this job?

.....

4 What qualities are required for the job?

.....

5 What duties do you have in the job?

.....

6 How many hours do you work a day?

.....

7 Do you get a monthly salary or a weekly wage?

.....

8 What do you like/dislike about your job?

.....

9 What would you say to someone who wants to get a job like yours?

.....

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Game 3

Students play in groups of at least four. Two groups play against each other. Prepare sets of cards which have a job title and five associated words underneath. Give each group 20 cards. The cards are shuffled and placed faced down between the groups. Student A from group A picks up a card and tries to get their group to come up with the word at the top of the card without mentioning any of the associated words underneath. A student from the other groups looks over Student A's shoulder to make sure they don't use any of the associated words. If group A guesses the word, they keep the card, if not, or if Student A says any of the associated words, group B gets the card. The aim is to guess as many of the main words as possible in a certain time (1 or 2 minutes). Once the time is up, it is the next group's turn. Each student has a turn at describing the jobs on the cards. The group with the most cards at the end of the game is the winner.

Sample cards:

NURSE
Hospital
Patient
Care
Clinic
Sick

HAIRDRESSER
Hair
Salon
Style
Cut
Dye

TAXI DRIVER
Car
Drive
Passenger
Fare
Road

WAITER
Restaurant
Serve
Diner
Dish
Plate

▶ **SA:** *In this job you look after people who are ill. Often, you work in a health centre, but you're not a doctor.*
▶ **SB:** *Nurse!*

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