# Unit 1



## work

## EXERCISE 1

*Below are 12 words which are all somehow connected with the world of work. Put the words into two groups.*

| |
|---|
| clerk computer businessman printer telephone<br>colleague secretary manager fax machine<br>typewriter director answering machine |





| A: Office Workers | B: Office Equipment |
|---|---|
| | |
| | |
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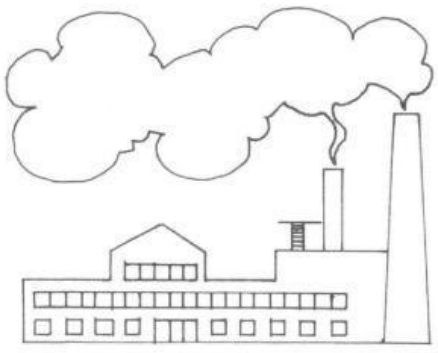




## EXERCISE 2

*Match the following words which are related to each other in different ways:*

1 earn
2 salary
3 workmate
4 job
5 factory



☐ colleague
☐ office
☐ win
☐ wage
☐ work

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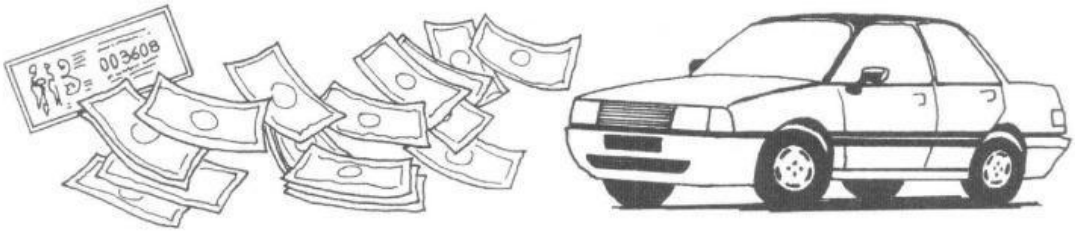
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## EXERCISE 3

☞ The words 'earn' and 'win' are often confused by students.
**to earn** = to get money by working; to get paid for a job, e.g. *earn money*
**to win** = 1 to gain victory in a game, contest, etc., e.g. *win a match*
2 to obtain a prize in a competition etc., often by luck
e.g. *He won £50 in the crossword competition.*

*Show that you understand the relationship and the difference between the pairs of words from EXERCISE 2 by completing the following table with their correct forms:*

| PAIR OF WORDS | EXAMPLES |
|---|---|
| | Factory workers are paid a weekly _____ .<br>Teachers are being offered _____ of over £15,000 a year. |
| | I had a part-time _____ as a gardener when I was a student.<br>Coalminers _____ in dangerous and unpleasant conditions. |
| | He doesn't _____ enough to support his family.<br>If I _____ the lottery, I'll buy you a car. |
| | Workers at the car _____ complained about the noise of the new machinery.<br>The lawyer's _____ is on the third floor. |
| | He sometimes went for a drink after work with his _____ from the building site.<br>She discussed with her _____ the possibility of a promotion to senior manager. |



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## EXERCISE 4

In recent years, there has been a fashion for starting small businesses, e.g. small restaurants, services or shops. It takes a lot of courage and usually some financial aid in the form of a bank loan to set up your own business. It means taking a risk, too, because you can never be sure if your business will be a success. You could find yourself owing a lot of money to the bank, or, in the worst of circumstances, you could even 'go bust'.
On the other hand, you could earn a good living if you are prepared to work hard — who knows? You could even become a millionaire!

*Match the following verbs and noun phrases to form expressions which appear in the text:*

| | | |
|---|---|---|
| **1** to set up | | ☐ a living |
| **2** to take |  | ☐ bust |
| **3** to be | | ☐ a business |
| **4** to go | | ☐ a risk |
| **5** to earn | | ☐ a success |

## EXERCISE 5

**Word building**

*Complete the following table with the correct form of the words:*

| VERB | NOUN | ADJECTIVE |
|---|---|---|
| *succeed* | | *successful* |
| *live* | *life, living* | |
| | *risk* | *risky* |
| *manage* | | *manageable* |
| *encourage* | *courage* | |

*Now use the information above to fill the gaps in these sentences:*

**1** My parents _____ me to train as an accountant.

**2** The shop's _____ locks up at the end of the day.

**3** You can't get rich without taking a few _____ .

**4** I took the exam but unfortunately I wasn't _____ .

**5** My grandfather _____ to the age of ninety-eight.

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## EXERCISE 6

**Frequently confused words**

*Fill the gaps in the sentences below with the correct forms of the words in the box:*

| lend | owe | borrow | debt | loan |
|---|---|---|---|---|



1 I _____ a romantic novel from the library.

2 I'm going to ask my father for a _____ of £500 so I can buy a motorbike. Do you think he'll agree?

3 If I _____ you this shirt I know I'll never get it back in one piece.

4 I've spent so much money this month that I'll soon be running into _____.

5 I'm still waiting for you to give me back that fiver you _____ me.

## EXERCISE 7

**Work-related vocabulary**

*The words in the box below can be combined with the word* **work.** *Sort them into two groups, those which can precede and those which can follow 'work':*

| house | man | load | home | paper | force |
|---|---|---|---|---|---|
| brick | book | top | over | | |



| _____work | work_____ |
|---|---|
| | |
| | |
| | |
| | |
| | |



*Now complete the following sentences with the correct compound:*

1 A *work* _____ arrived yesterday to put up a new fence.

2 Manywomen complain that their husbands don't do any _____ *work* .

3 Employees are demanding higher wages to compensate for their increased *work* _____ .

4 For your _____ *work* , complete Exercise 10 in your *work* _____ .

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