

WORK AND PROFESSIONS

1. Complete the chart with the names of the jobs

Noun	Job
law	
science	
politics	
account	
economy	
journal	
reception	
library	
psychology	
hair	



2. Complete the gaps with appropriate words (the first letter is there to help you – **write full word**)

The money you receive every month for your work is your **s**_____. A retired person receives a **p**_____. A person who employs you is your **e**_____.

"What do you do **f**____ a living?" "I work **a**____ a receptionist **f**____ a big company. And what's your job?" "I am in **ch**_____ of music department of a big shop."

3. Choose the correct word

Money paid per hour or per week is a **salary/wage**.

When you work only sometimes (not every day), you have got a **full-time / part-time job**.

When your job takes only a limited period of time, it is a **permanent / temporary** job.

When you earn a lot of money you have got a **well-paid / badly-paid** job.

When you are tired, you can **take a day on / off**.

If you are dissatisfied with the government and working conditions, you should **come / go on strike**.

4. Match the words on the left with the words on the right – there is one extra

- | | |
|---------------------|--|
| 1) Be sacked | a) personnel, employees (people working in a company) |
| 2) Staff | b) to stop working, stay at home and receive a pension |
| 3) Curriculum Vitae | c) be fired |
| 4) To retire | d) material |
| 5) Be unemployed | e) the list of your qualifications, skills or experience |
| | f) be without a job |

5. Use of English - Circle the correct answer

Letter of Application

June 7, 2008

1) _____ Sir or Madam,

I would like to 2) _____ for the position of an engine driver in RegioJet. I saw your 3) _____ in *Železničář* on June 5.

As you can see from my 4) _____, I have all the 5) _____ you require: I have a degree in High School of Transport. I have two years' 6) _____ of work as a train conductor in Opava. I was 7) _____ for checking the tickets.

My PC and communication 8) _____ are very good – I have PET certificate in English and I can use MS Office and Outlook.

I am very reliable, flexible and I always try to do my best because I think that it is important to 9) _____ your job well.

If you need more information, please contact me to arrange an 10) _____.

Yours 11) _____,

Marta Novotná.

- | | | |
|----------------------|----------------|-------------------------|
| 1. A) Near | B) Dear | C) Hi |
| 2. A) apply | B) ask | C) application |
| 3. A) interview | B) article | C) advertisement |
| 4. A) CV | B) CB | C) list of requirements |
| 5. A) qualifications | B) references | C) quality |
| 6. A) skills | B) experience | C) expiration |
| 7. A) reliable | B) responsible | C) responsibility |
| 8. A) skills | B) abilities | C) experience |
| 9. A) make | B) do | C) work |
| 10. A) meeting | B) interview | C) conversation |
| 11. A) faithfully | B) sincerely | C) loyally |

6. **Writing** - Answer these questions in as much detail as possible

What are your plans for the future?

What is your ideal job? Why?

How would you prepare for a job interview?