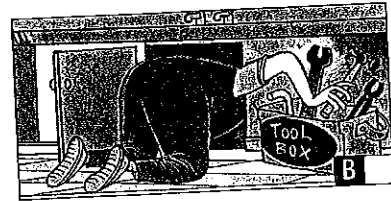
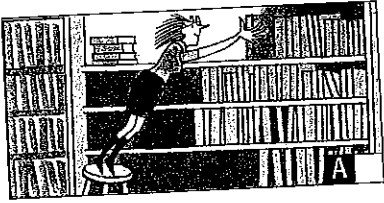


Work

1 Describing your job

a Read the texts and match them to the pictures. What are the jobs?



1 I only work part-time – four mornings a week, and I sometimes do overtime on a Saturday morning. I don't earn a big salary. It's a temporary job and I only have a six-month contract at the moment. But the working hours suit me as I have very young children. When they go to school I would like to find a permanent job and work full-time. What I like most about my job is working in complete silence! The only noise you can hear is of people turning pages and whispering.

2 I did a six-month training course at Technical College to get my qualifications and then I worked for a local company to get some experience. I worked long hours for a low salary and so I resigned last year and became self-employed. I prefer working for myself. I don't work regular hours (sometimes people call me in the middle of the night) but you can earn a lot of money in this job, especially in the winter. If I'm lucky, I'll be able to retire when I'm 60!

b Match the highlighted words in the texts to definitions.

- 1 a written legal agreement
- 2 the knowledge you get from doing a job
- 3 a series of lessons to learn to do a job
- 4 the time you spend doing a job
- 5 working for yourself, not for a company
- 6 to stop working when you reach a certain age, e.g. 65
- 7 left a job because you wanted to
- 8 lasting for a short time
- 9 for only a part of the day or the week
- 10 exams you've passed or courses you've done

- contract
- _____
- _____
- _____
- _____
- _____
- _____ (opposite _____)
- _____ (opposite _____)
- _____

2 Saying what you do

Complete the Prepositions column.

- 1 I work _____ a multinational company.
- 2 I work _____ a manager.
- 3 I'm _____ charge _____ the marketing department.
- 4 I work _____ a factory.
- 5 I'm responsible _____ customer loans.
- 6 I'm _____ school / university.
- 7 I'm _____ my third year.

Prepositions

- _____
- _____
- _____ , _____
- _____
- _____
- _____
- _____

3 People

Write two more jobs in each column.

-er	-or	-ist	-ian	others
lawyer /'lɔːjə/ plumber	actor conductor	psychologist scientist	electrician librarian	accountant chef /ʃef/

▲ An employer is a person or company that employs other people. An employee is a person who works for somebody.

Can you remember the words on this page? Test yourself or a partner.

● p.76

Job swap

1 VOCABULARY work

a Write the titles in the correct section of the job advertisement.

- Salary Responsibilities Position Training
Qualifications Working Hours Opportunities

A Position :

Assistant Accounts Manager

B _____: 1 *In charge of* the accounts for the department.

C _____: This is a 2 _____ job of 40 hours per week. The 3 _____ are from 9.00 a.m. to 6.00 p.m. but there will also be some 4 _____ including evenings and weekends.

D _____: Degree in accountancy. Member of a professional association.

E _____: Trainees will get 5 _____ in both accountancy and financial management. Additional study is possible on a 6 _____ basis of three hours a week.

F _____: Accountants can be permanent employees with the company or self-employed. As this is a large 7 _____ company, there are opportunities to work abroad. You might get 8 _____ to Department Accounts Manager after one or two years in the company.

G _____: This varies depending on the age and qualifications, but a recently qualified accountant would 9 _____ between £26,000 and £35,000.

If you would like to 10 _____ this position, please 11 _____ a full 12 _____ and a covering letter to the address below.

b Complete the job advertisement with words from the list.

- multinational experience CV in-charge-of
part-time hours promoted earn overtime
send in full-time apply for

c Complete the job interview.



Interviewer Are you 1 *unemployed* at the moment, in a job, or studying?

Applicant I'm 2 *in* my final year 3 *at* university, but I also work part-time for a small company.

Interviewer What kind of 4 *contract* do you have with this company?

Applicant It's just a 5 *temporary* one, for six months, but I can 6 *renew* when I want, as long as I give one week's notice.

Interviewer And what kind of work do you do for this company?

Applicant I'm 7 *responsible* for all its accounting, including expenses and salaries.

Interviewer And do you have any questions for us?

Applicant Yes. I'd like to know if you have a company pension plan and, if so, at what age your employees normally 8 *retire*. I'm also interested in any company health plan you might have ...

Study Link Student's Book p.152 Vocabulary Bank

2 READING

- a Read the text and tick (✓) the advice the writer would give this person.

“I’ve worked in sales and marketing for the past 20 years but I’m not happy with my job. How can I change my career?”

- 1 Go back to university to improve your qualifications.
- 2 Think about what you like doing and decide what kind of career you would like.
- 3 Talk to your boss about a different job in the same company.

After twenty years in employment, many people don't like going to work in the morning. They want to be truly excited about their jobs. But it's difficult to change jobs and changing your career is even harder, so take time to do it right.

You'll need to look at your **skills** and personal interests. Connecting work to personal interests is the best way to find a **satisfying** career. What do you really enjoy doing in your spare time? Is it sailing, gardening? Why do you find these activities enjoyable? Do you like gardening because you can be creative? Is sailing fun because you like visiting new places? It isn't always a good idea to make your hobbies your career because then you'll need to find a new hobby, but knowing why you like your hobbies is very important to knowing which career you might enjoy.

When you know the abilities you enjoy using and have decided which **field** you'd like to work in, it's time to get practical.

Find out all about it. Who are the **key** companies? After finding **potential** employers, you can start thinking about possible jobs.

However, it's very hard to find full-time employment in a completely different line of work. You might need to go to evening classes for extra qualifications for your CV. But employers prefer candidates to have a solid **background** in the field. You might have to start by working part time or even for free to gain experience.

Changing careers isn't easy. People often find that 'the devil you know is better than the devil you don't' and prefer to stay in a job they know. But I think life's too short to spend **a single** minute doing something you don't love doing.

- b Mark the sentences T (True) or F (False).

- 1 A lot of people are still excited about their jobs after twenty years. F
- 2 Changing your career is harder than changing your job.
- 3 You should ask yourself why you enjoy your hobbies.
- 4 Your hobby will always be your perfect job.
- 5 You should look at the field you'd like to work in, then the companies, then the job.
- 6 Employers prefer to employ people with qualifications than experience.
- 7 People are often afraid of changing their career because they don't know what will happen.
- 8 The expert suggests changing your job if you don't love doing it.






- c Look at the **highlighted** words. What do you think they mean? Check with your dictionary.

3 PRONUNCIATION word stress, sounds

- a Underline the stressed syllable.

- | | | |
|--------------------|---------------|--------------|
| 1 <u>o</u> vertime | 6 temporary | 11 resign |
| 2 employee | 7 university | 12 scientist |
| 3 multinational | 8 permanent | 13 interview |
| 4 unemployment | 9 promotion | 14 retire |
| 5 psychologist | 10 experience | 15 apply |

- b Circle the word with a different sound.

	retire	responsible	resign	scientist
	salary	contract	manager	apply
	earn	experience	permanent	work
	overtime	boss	psychologist	job
	accountant	permanent	actor	full-time

- c Practise saying the words in a and b.

- a Look at the job advertisement. Which job could you apply for?
 b Complete the CV (Curriculum Vitae) with a heading from the list.

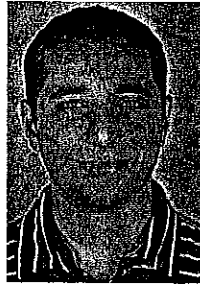
Additional information Career history Computer skills
 Education Languages Personal information

- c Read the covering letter. Circle the more formal phrase in each pair.

Mehmet Bolat

¹ Personal information

Address Alper Apt. Daire 3
 Turgut Özal Caddesi Seyhan, Adana
 Telephone home: 0090 322 6587688
 mobile: 0090 535 9428190
 Nationality Turkish
 Marital status Single
 Date of birth 12th September 1982
 Email bolatmehmet@superonline.com.tr



² _____

2006– Junior physiotherapist at Rehabilitation Centre, Balcalı University Hospital, Adana

I work mainly with patients who need rehabilitation after an operation. In my free time, I also work as a physiotherapist for a local basketball team.

³ _____

2001–2005 Degree in physiotherapy, University of Gaziantep

1997–2001 Atatürk High School, Adana

⁴ _____

English (CEF level B2). I have a good level of written and spoken English.

I have been studying English at a private language school for the last three years.

German (fluent). My mother is German.

⁵ _____

Windows XP

⁶ _____

Full driving licence

Member of the university basketball team

The Olympic Committee is looking for dedicated, enthusiastic, and energetic people to work in different areas for the forthcoming Olympic Games. There are vacancies in the following areas:

- Administration
- Translation and language services
- Hospitality and catering
- Medical support

All applicants must be appropriately qualified and a good level of English is essential. Send your CV and a covering letter (in English) to:

Job applications: The Olympic Committee, PO Box 2456

Alper Apt. Daire 3
 Turgut Özal Caddesi
 Seyhan, Adana
 30th April

Olympic Committee
 PO Box 2456

Dear Sir / Madam,

¹ *I am writing / I'm writing* to apply for a job with the medical support staff in the forthcoming Olympic Games.

I am a qualified physiotherapist and ² *I've been working / I have been working* at a Rehabilitation Centre here since January 2006. I have a good level of English, and ³ *my German is great / I speak German fluently*.

⁴ *I enclose / I'm sending you* my CV as requested.

⁵ *Hope to hear from you soon. / I look forward to hearing from you.*

⁶ *Best wishes / Yours faithfully*

Mehmet Bolat

Mehmet Bolat

- d Complete the **Useful language** box with *Yours sincerely* and *Yours faithfully*.

Useful language: a formal letter

Formal letters	Start	Finish
You don't know the person's name	Dear Sir / Madam	_____
You know the person's surname	Dear Mr / Ms / Mrs García	_____

Layout / style

- Put your address in the top right-hand corner with the date underneath.
- Put the name and address of the person you are writing to on the left.
- Don't use contractions.
- Write your full name under your signature.
- Put *I look forward to hearing from you* if you would like a reply.

WRITE your CV and a covering letter to apply for a job in the Olympics.

PLAN what you're going to write. Use the **Useful language** box and **Vocabulary Bank Work p.152** to help you.

CHECK the letter for mistakes (grammar , punctuation , and spelling).