

Unit 7 Work

7a Jobs

Grammar prepositions of place and movement

- 1 Complete the sentences with these prepositions of place or movement.

across down in next
on opposite through up



- 1 Walk _____ the steps to the café.



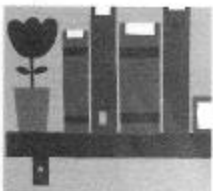
- 2 Get _____, I'll give you a ride to work.



- 3 The restrooms are _____ the coffee machine.



- 4 Reception is _____ the ground floor.



- 5 The plant is _____ to the books.



- 6 Walk _____ the road to the entrance.



- 7 Go _____ the doors and turn left.



- 8 Take the elevator _____ to the tenth floor.

- 2 On a separate piece of paper, write the location of these places from your classroom: the restroom, the cafeteria, the main entrance, the library.

Vocabulary office equipment

- 3 Match the words in A with the words in B. Then complete the sentences.

A book coffee filing
notice photo water

B area board cabinet
cooler copier shelf

- Look in the _____ for the documents. I think they are under "administration."
- Did you see the ad on the _____? Someone in the marketing department wants to sell a bicycle.
- You'll find my dictionary on that _____ over there.
- We're very lucky because our company has a _____ so we don't have to go to a café.
- As usual, everyone is having a drink at the _____. That's where you hear all the office news!
- The _____ is broken again! It's printing black lines across every page.

Vocabulary job titles

- 4 Complete the job titles in these sentences with *a*, *e*, *i*, *o*, and *u*.

- A s_c_r_ty g_r_d stopped us at the door and wouldn't let us in.
- The s_l_s r_pr_s_nt_t_v_ tried to sell everyone something they didn't want.
- When I was young, I wanted to become a famous f_sh_n d_s_gn_r and work with all the top models in Paris and Milan.
- I'm studying to become a c_mp_tr pr_gr_mm_r. I'd also like to create video games one day.

7b A changing world

Grammar present perfect and simple past

- 1 Choose the correct form to complete the text about the discovery of oil in the Canadian province of Alberta.



Oil companies ¹ *have been / were* in the area of Fort Mackay in northern Alberta for many years. They ² *have spent / spent* billions of dollars in the last decade in order to build mines and get the oil out of the ground. As a result, the industry ³ *has created / created* thousands of new jobs over the years and the region ⁴ *has become / became* very wealthy. But the beauty of the local area ⁵ *hasn't survived / didn't survive*. Local resident Jim Boucher remembers the region before the oil. He ⁶ *has been / was* a child here in the sixties. There ⁷ *have been / were* forests and lakes, and people ⁸ *have made / made* a living from farming and hunting. The area ⁹ *hasn't had / didn't have* gas or electricity. Now many of the old forests ¹⁰ *have disappeared / disappeared* and there are mines and new buildings all over the land.



- 2 Use the answers to complete the questions about the article.

- How long _____?
_____?
For many years.
- How much _____?
_____?
Billions of dollars.
- What _____?
_____?
Thousands of new jobs.
- When _____?
_____?
In the sixties.
- What _____?
_____?
Many of the old forests.

Grammar and vocabulary *for or since*

- 3 Complete the questions with the present perfect form of the verbs. Then answer them in the two different ways.

- How long _____ (you / study) English?
Since _____.
For _____.
- How long _____ (you / live) in your current home?
Since _____.
For _____.
- How long _____ (you / know) your best friend?
Since _____.
For _____.
- How long _____ (you / have) this book?
Since _____.
For _____.

7c Hard work

Vocabulary job satisfaction

1 Match these words with the different comments about jobs.

colleagues	independence	pension
promotion	salary	training

- 1 My boss wants to meet me tomorrow about moving up into a new job. I'm very excited. _____
- 2 It isn't as high as I'd like but there are other benefits which make the job good. _____
- 3 Everyone in my department works hard. We're a great team. _____
- 4 I have a boss, but he lets me make most of my own decisions. _____
- 5 Ten percent of my salary goes into this, so hopefully I can retire early. _____
- 6 I go away for one week every year to learn about new developments. _____

Reading talking about jobs



2 Read what three people say about their jobs. Match the people (1-3) with what they say about their jobs (a-c).

Person 1
Person 2
Person 3

- a This person doesn't like his/her job.
- b This person describes his/her work.
- c This person has just started a new job.

Person 1: We are digging this area to build a dam. It will help our village because we need more water. Everyone in the village helps. Today I'm digging with the women from the village. It's really hard work.

Person 2: There's so much to learn because all the computer programs are new for me. In my last job I worked with a different system, but it's always good to learn something new. And everyone seems friendly and helpful here.

Person 3: I've applied for another position. I don't think my current job is very challenging. In fact, it's really boring and I've heard that working in the marketing department upstairs is more interesting.

Word focus *make or do*

3 Write the words in the correct column of the table.

a call	a job	a mistake	a noise
business	coffee	dinner	housework
money	well	work	your bed

make	do
a call	a job

4 Complete the sentences with *make or do* and words from Exercise 3.

- 1 How much _____ do you _____ a month?
- 2 Go outside if you want to _____! I want to relax and read my book.
- 3 Can you help me to _____ some _____? There are clothes on the floor and the dishes need to be washed.
- 4 I hope you _____ on your test today. Good luck!
- 5 Would you like me to _____ you a cup of _____?
- 6 Before you go out, I want you to put everything away in your bedroom and _____.
- 7 Can I borrow your cell phone to _____ a quick _____ to my colleague at work?
- 8 If I _____ a really good _____ on this project, my boss says I'll get a raise.

7d A job interview

Real life a job interview

1 Read the job interview.

A: Welcome. Have a seat.

B: Thanks.

A: I've read your resume and your application. I also received references from your previous employers, which were very positive.

B: That's nice to hear.

A: Now as you know, we're looking for a new receptionist and according to your resume you currently do the same job at a hotel?

B: Well, I work at the front desk, so I think a lot of the skills are similar. You know, welcoming people, answering the phone, dealing with any problems that come up.

A: Yes, that's interesting. How long have you worked in your current position?

B: I've been there about a year.

A: And why do you want to leave? Why have you applied for this position?

B: Well, I like working at the hotel, but I'm more interested in working for a business like yours.

A: I see. Would you describe yourself as ambitious?

B: Yes, I suppose I am a little. Though really, I like learning new things and working with different people.

A: So, do you work well in a team?

B: Yes, I think so.

A: Can you give me an example of when you have worked with other people?

B: Well, yes. Recently we had a conference at our hotel, so there was a lot to arrange. The hotel manager was very ill that week, so all of us in reception had to help with everything. It was great because none of us had organized anything like that before, so it was a real challenge. But the guests were all happy and the feedback to the hotel was very good. It was a real team effort.

A: That's very good. So what are some of your other strengths?

B: I work hard and I enjoy working with other people. And, I can solve problems.

A: I've asked you a lot of questions. Do you have any questions for me?

B: Yes, I do. Would I receive any training?

A: Well, we have a receptionist who is moving to a different department, but she would work with you for a few weeks. So, yes, there is training, but it's on-the-job training mainly.

B: I see.

2 Answer the questions.

1 What did the applicant send to the interviewer?

2 What is the position?

3 What is her current job?

4 What are her responsibilities in her current job?

5 Why does she want to change her job?

6 What did she do when her hotel manager was ill?

7 Give some examples of her strengths.

8 What does she ask the interviewer about?

Vocabulary job ads

3 Complete the two job ads with these words.

applicants	application	application form	resume
description	position	recruit	salary

We are a large and growing organization and would like to ¹ _____ three people for the positions of sales representative. We will provide full training and a competitive ² _____ with the opportunity for overtime. Email info@hgmsales.com for an ³ _____ form and a full job ⁴ _____.

The City Hotel has a new ⁵ _____ for an assistant manager. Any interested ⁶ _____ should complete the ⁷ _____ on our website, and include a ⁸ _____.

7e Applying for a job

Vocabulary a resume

1 Create a checklist for writing a resume. Only include items in the box that should be on a resume. Some are extra.

age	address	computer skills
education	email	first name
interests	last name	languages
nationality	phone number	photo
place of birth	references	skills
work experience		

Resume checklist

- _____ []
- _____ []
- _____ []
- _____ []
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Writing skill action verbs for resumes

2 Make simple past action verbs from the nouns.

- 1 organization _____
- 2 manager _____
- 3 adviser _____
- 4 designer _____
- 5 planner _____
- 6 supervisor _____
- 7 representative _____
- 8 leader _____

- 9 translation _____
- 10 worker _____
- 11 assistance _____
- 12 teacher _____

3 Complete the sentences from some resumes with the simple past form of these action verbs.

advise	assist	design	care for	manage
play	sell	teach	translate	welcome

- 1 Taught English to business people.
- 2 _____ customers about finance.
- 3 _____ websites for many clients.
- 4 _____ guests to the hotel and checked them in.
- 5 _____ young children at a local daycare center.
- 6 _____ a department with a team of six.
- 7 _____ ice cream during the summer.
- 8 _____ legal documents from German into English.
- 9 _____ basketball for a student team.
- 10 _____ the manager of a café and managed it when she was away.

4 Grammar extra *been* and *gone*

► **BEEN** and **GONE**

With the present perfect, there are two possible past participle forms for the verb *go*.

- We use *been* to say someone went somewhere and came back: *I've been to Miami (but I'm not there now).*
- We use *gone* to say someone went somewhere and is still there: *He's gone to Miami (and he's still there now).*

Look at the grammar box. Then complete the sentences with *been* or *gone*.

- 1 My boss has _____ on vacation and won't be back for two weeks.
- 2 I'm the only person in the office. All the other staff have _____ to lunch.
- 3 Have you ever _____ to Singapore?
- 4 How long have you _____ at your present company?

Wordbuilding suffixes

- 1 Make the words into occupations with these suffixes.

-ant -ee -ent -er -ian -ist -or -r

- 1 library _____
- 2 act _____
- 3 music _____
- 4 photograph _____
- 5 account _____
- 6 write _____
- 7 electric _____
- 8 reception _____
- 9 employ _____
- 10 manage _____
- 11 study _____
- 12 paint _____

- 2 Check (✓) the job titles with a suffix.

- 1 doctor X
- 2 salesperson ✓
- 3 pilot
- 4 chef
- 5 computer programmer
- 6 engineer
- 7 editor
- 8 movie star
- 9 designer
- 10 security guard
- 11 police officer
- 12 journalist

- 3 Read the definitions and write the job title using a suffix.

- 1 This person serves tables in a restaurant.
waiter (or waitress)
- 2 This person is involved in the arts.

- 3 This person manages a bank. _____
- 4 This person studies geology. _____
- 5 This person dances ballet. _____
- 6 This person plays a piano. _____

Learning skills writing a language-learning journal

- 4 Read the advice for writing a language-learning journal.

When you study English (or any other language), it can be useful and interesting to write a language-learning journal. It's similar to a diary about your daily life but you can write about the following things:

- Did you learn something new today? What was it (e.g., new grammar, new vocabulary)?
- How can you try to learn and use this new area of language?
- What did you do in class today? What did you enjoy? What didn't you find helpful?
- How did you feel during the lesson? Did you feel positive or negative about the lesson?

Remember that this language-learning journal is a good way to think about how you learn and it's another way to practice your English!

Consolidation job interview questions

- 5 Look at the questions from a job interview. For each question, make some notes about how you would answer it.

- 1 How long have you worked in your current job?
- 2 Would you describe yourself as ambitious?
- 3 What are some of your main strengths?
- 4 Do you have any weaknesses?
- 5 What's the most difficult thing you have ever done?
- 6 How well do you work with other people?
- 7 Can you give me an example of how you have solved a problem at work?