

1 Looking for a job

Use the words below to complete the text:

qualifications experience section
application interview CV

I thought it would be quite easy to find a job when I left school, but it's been really difficult. I look through the job (1) in the local paper every week, but everybody seems to want people with lots of (2) and I didn't do very well at school. I've sent my (3) to dozens of companies in the local area but nobody has got back to me. I must have filled in at least thirty (4) forms and I've only had one reply. I went for an (5) last week but it didn't go very well – they said they wanted someone with more (6), but I've never had a job! Sometimes I wonder if I'll ever find anything.

In the United States a CV is called a résumé.

2 Applying for a job – verbs

Use the correct form of these verbs to complete the sentences:

offer send it off find
go into fill in apply for

- I left university six months ago and I still haven't a job. It's more difficult than I thought it would be.
- I've a part-time job. I hope I get it – it's four afternoons a week.
- I'm not really sure what I want to do when I leave school. I might banking like my Dad.
- I've the application form and, so now I've just got to wait until I hear from them.
- I can't believe it. They've me that job in New York. They want me to start next month.

When you apply for a job, the employer might ask for references from people who know you, particularly a previous employer. The person who writes your reference is called a referee.

3 Job advertisements

Use these words to complete the adverts:

salary experience
temporary rates
training leave
applicant apply
requires position

Cleaner

Local hotel cleaner Monday – Friday, 9am – 1pm. Good of pay. Tel: 01345 876545

Accounts

Full-time in busy car hire company. To start immediately. Computer skills essential. according to age and experience. Phone Busby's on 01267 435 985.

Sales Assistant

The successful must be hard-working, responsible and honest. Previous an advantage but full will be given. to: Mr P Dale, Tel. 01274 768231.

Nurse

. position for three months to replace nurse on maternity

Your annual salary is the total amount you are paid over a year. Salaries are paid monthly; if you are paid daily or weekly you get wages.



Sacked!

4 Personal qualities

Mark the sentences P (positive) or N (negative):

- She's very ambitious. I'm sure she'll be very successful one day.
- He isn't very reliable. He takes a day off sick every two weeks.
- She's a bit lazy. She doesn't do anything if she doesn't have to.
- He's extremely conscientious. He's often here long after everyone else has gone home.
- She's very flexible. She can adapt to most situations.
- He hasn't got much self-confidence. He worries about what people think of him.
- He's very punctual. He's never late for meetings.
- She's always on top of her work. Her desk is always tidy.

5 Verbal expressions

Match the first part of the sentences with the endings below:

- I wish he was more independent. He tends to rely on
- I have to keep telling him what to do. He doesn't really ever think
- Whatever you ask him to do, he does it wrong. He doesn't seem to have
- He's just so flexible. He'll adapt
- You have to tell him what to do and when to do it. He never seems to use
- You can always depend on him for an honest opinion. He's not afraid to speak
 - his initiative.
 - much common sense.
 - his mind.
 - for himself.
 - to any situation.
 - other people too much.

Notice the complete expressions in this exercise.

6 Unemployment

Use these expressions to complete the newspaper stories:

unemployed was sacked be made redundant

Office worker, Luke Bradshaw, lost his job yesterday. He (1) when he was discovered using the internet to book his holiday during work time. Mr. Bradshaw was amazed by his employer's decision. He said, "Everybody uses the internet at work – the company can't sack us all!"

Around 250 workers at the BMW car plant in Birmingham face unemployment after the company announced that it plans to close the factory next year. 100 men will (2) at the end of January and a further 150 in June. The closure will have a devastating effect in an area where 15% of the adult population is already (3)

Go back and use the following three expressions in the same gaps:

was fired out of work lose their jobs

You are dismissed, sacked or fired if you do something wrong at work or if you do not work to the required standard. You are made redundant when the company closes or does not have enough work.

Have you got a CV?

Have you applied for any jobs recently?

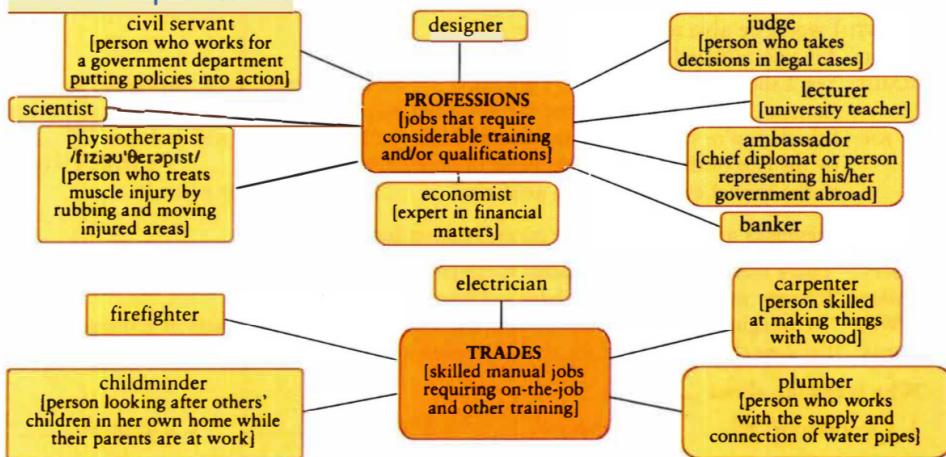
A Jobs in a workplace

director [member of the board of a company] **executive** /ɪg'zekjʊtɪv/ [important person who makes big decisions] **administrator** [person who runs the office day-to-day] **skilled worker** [trained to do specific tasks, e.g. building a computer] **unskilled worker** [doing a job that needs no training] **receptionist** [visitors must check in with them] **public relations officer** [gives information about the company to the media] **union representative** [looks after the staff's interests] **researcher** [investigates and develops new products] **supervisor** [makes sure workers are doing their job properly]

Common mistakes

The best way of getting to **work** (NOT job) depends on where you live.
Wish me luck in my new **job** (NOT work).
Job refers to a particular role or position. *Jack's got a new job as a researcher.*
Work refers to activities that you do. *Jack's work is very demanding.*

B Trades and professions



C Collocations of words connected with work

It's not easy to **get/find** work round these parts. I've been offered **work / a job** in Paris.
What d'you do for a **living**? I'm in **publishing/banking**, etc.
It's hard to **make a living** as a freelance writer. [earn enough money to live comfortably]
She's not prepared to **take on that job**. [suggests 'having personal responsibility']

hours of work	to do shiftwork or to work shifts [nights one week, days the next week] to be on flexi-time [flexible working hours] to work nine-to-five [regular day work]
not working	to go/be on strike [industrial dispute] to get the sack [thrown out of your job] to be fired (more formal than 'get the sack'; often used in direct speech: 'You're fired!') to be made redundant [thrown out, no longer needed] to be laid off (more informal than 'made redundant') to be on / take maternity (woman) or paternity (man) leave [before/after the birth of a baby] to be on / take sick leave [illness] to take early retirement [retire at 55]
other useful expressions	to be a workaholic [love work too much] to be promoted [get a higher position] to apply for a job [fill in forms, etc.]

15.1 Which of the job titles in A opposite would best describe the following?

- The person who represents the workers' interests in disputes with the management in a factory. **union representative**
- A person who has a high position in a company and whose job it is to make important decisions.
- An important person in a company who sits on the board.
- A worker whose job requires no special training, for example, an office cleaner.
- A person generally in charge of the day-to-day organisation of a company/department.
- A person whose job it is to keep an eye on the day-to-day work of other workers.

15.2 Choose **job** or **work** to complete these sentences.

- I'll pay for the plumbing **work** when it's finished.
- I'd like to apply for a in your office.
- You should delegate more to your personal assistant.
- Let's stop for a coffee on our way home from
- A in a museum wouldn't be as tiring as one in a restaurant.

15.3 Using the expressions in C opposite, say what you think has happened / is happening.

- I'm not working now; the baby's due in three weeks. *She's on maternity leave.*
- He's enjoying life on a pension, although he's only 58.
- One week it's six-to-two, the next it's nights.
- They've made her General Manager as from next month!
- I was late so often, I lost my job.
- I get in at nine o'clock and go home at five.
- Your trouble is you are obsessed with work!

15.4 Which jobs do these people have? Would you call the following a **trade**, a **profession** or an **unskilled job**?



1 **physiotherapist** - profession



2



3



4



5



6

15.5 Fill in the collocations.

I'd love to ¹ **get/have** a job in journalism, but it's not easy without qualifications. Since I have to earn a ² somehow, I'll have to get ³ wherever I can find it. I've been ⁴ some part-time work editing a new book, but I'm not sure I want to ⁵ it

15.6 **Over to you**

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Think of five people you know who work for a living. Can you name their jobs in English? If you can't, look them up in a good bilingual dictionary.

