

## VOCABULARY

## Employment

- 1 Work in pairs. Check the meaning of these words: *manual*, *skilled* and *unskilled*. Look at the pictures (1–3) and discuss the questions.

- 1 What are the three jobs? What does each involve doing? Which category (manual, skilled or unskilled) do you think they belong to?  
2 Can you think of some other jobs to add to each category?

- 2 Match the words from the box with words (1–8) to form compound words or collocations. There is one word you do not need to use.

boss conditions employed flexi highly  
labour paid part-time salary

- 1 \_\_\_\_\_ force                      5 \_\_\_\_\_ time  
2 self-\_\_\_\_\_                      6 \_\_\_\_\_ job  
3 well-\_\_\_\_\_                      7 working \_\_\_\_\_  
4 \_\_\_\_\_ skilled                    8 starting \_\_\_\_\_

- 3 Match the statements (1–10) with the phrases (a–j).

A

- 1 We're protesting about low wages. \_\_\_\_\_  
2 Tim is only doing this job for six months. \_\_\_\_\_  
3 The company made lots of money this year. \_\_\_\_\_  
4 I'm 66 and I don't work any more. \_\_\_\_\_  
5 Zoe has an important new job in the firm. \_\_\_\_\_

- a temporary  
b retired  
c on strike  
d profit  
e promotion

B

- 6 She wishes she hadn't been so rude to her boss. \_\_\_\_\_  
7 Please submit your CV and a cover letter. \_\_\_\_\_  
8 It's 10 p.m. and I'm still working. \_\_\_\_\_  
9 Wendy is wearing a suit so she looks smart. \_\_\_\_\_  
10 You don't look very well. \_\_\_\_\_

- f have a deadline  
g apply for a job  
h take a day off  
i get fired  
j job interview



- 4 Work in pairs. Discuss the questions.

- 1 What do you think is the best age for someone to retire? Why?  
2 How good are you at doing tasks to a deadline? Why is this skill important in the workplace?

- 5 Choose the correct word to complete the sentences (1–5).

- 1 His *bonus/pension* is paid into his bank account every month.  
2 Most people in the village rely on farming for their *income/cash*.  
3 Jill has to make a *bonus/payment* to the bank of £500 per month. She has borrowed money to buy a car.  
4 If your lawyer charges £200 per hour and she works five hours, her *fee/salary* will be £1,000.  
5 John is being promoted and he'll get a pay *off/rise* because the job involves managing a bigger team.

- 6 Complete the sentences (1–7) with the words from the box.

age inflation ladder leave payroll  
prospects resignation

- 1 What is the best way to offer your \_\_\_\_\_?  
2 What are the benefits of being on a company's \_\_\_\_\_ rather than being self-employed?  
3 What prevents some people from climbing the career \_\_\_\_\_?  
4 Does \_\_\_\_\_ discrimination prevent older people from getting a job?  
5 Do university graduates have good employment \_\_\_\_\_ in Ukraine?  
6 Is the rate of \_\_\_\_\_ in Ukraine expected to rise in the near future?  
7 How could companies reduce the number of employees absent from work on sick \_\_\_\_\_?

- 7 Work in pairs. Discuss the questions in exercise 6.



Looking for a job

8 Match the adjectives that describe work from the box with their definitions (1-6).

cost-effective cutting-edge demanding  
profitable rewarding tedious

- 1 needing a lot of skill, patience, effort, etc. \_\_\_\_\_
- 2 that makes or is likely to make money \_\_\_\_\_
- 3 taking too long and not interesting \_\_\_\_\_
- 4 worth doing; that makes you happy because you think it is useful or important \_\_\_\_\_
- 5 giving the best possible benefit in comparison with the money spent \_\_\_\_\_
- 6 at the newest, most advanced stage in the development of something \_\_\_\_\_

9 Complete the job adverts with the words from the box.

clients deadlines driving licence manage  
networking passion persuasive relevant  
self-motivation targets team

**Sales executive**

We need someone who ...

- is naturally <sup>1</sup> \_\_\_\_\_ and able to win people's trust
- has the drive to reach and exceed <sup>2</sup> \_\_\_\_\_.
- is able to work both independently and as part of a <sup>3</sup> \_\_\_\_\_ and capable of delivering results to tight <sup>4</sup> \_\_\_\_\_.

**Special Educational Needs (SEN) teacher**

Successful candidates will have the ability to <sup>5</sup> \_\_\_\_\_ challenging behaviour; they must have patience and a <sup>6</sup> \_\_\_\_\_ for child development.

**SOFTWARE DEVELOPER**

- You should be a graduate in computer science or maths and have some <sup>7</sup> \_\_\_\_\_ work experience.
- You will need strong <sup>8</sup> \_\_\_\_\_ and the ability to solve complex problems on your own.

**EMPLOYMENT ADVISOR**

excellent communication, advertising, mediation and <sup>9</sup> \_\_\_\_\_ skills, ability to work with a wide range of <sup>10</sup> \_\_\_\_\_, and a valid <sup>11</sup> \_\_\_\_\_.

10 Discuss in pairs. Which of the jobs in exercise 9 would suit you most? Why? Which job would you be interested in doing?

The job market

11 Complete the text with the correct form of the verbs.

call come (x2) cut (x2) end get lay  
set take (x2) turn



I live in a small city in the north of England, where the unemployment rate is one of the highest in the country and doesn't seem likely to <sup>1</sup> \_\_\_\_\_ down in the near future. There used to be several small companies based here, but most of them went bankrupt. The few which remained continue to <sup>2</sup> \_\_\_\_\_ off skilled workers who <sup>3</sup> \_\_\_\_\_ up unemployed. These workers now complain that they don't have enough money to <sup>4</sup> \_\_\_\_\_ by and find it hard to make ends meet. Not only can they not afford any luxuries, but they have to <sup>5</sup> \_\_\_\_\_ down on everyday expenses as well. However, when a job is offered to them at the local job centre, they <sup>6</sup> \_\_\_\_\_ it down, saying the pay is too low. The situation <sup>7</sup> \_\_\_\_\_ for an immediate solution, and the local government should <sup>8</sup> \_\_\_\_\_ up with some new ideas for fighting unemployment. For example, they could <sup>9</sup> \_\_\_\_\_ down on administration costs and spend the money on promoting the city by offering lower taxes to foreign investors. If the idea <sup>10</sup> \_\_\_\_\_ off, new companies will be <sup>11</sup> \_\_\_\_\_ up. Ideally, they will <sup>12</sup> \_\_\_\_\_ on workers, which will boost the local economy.

12 Work in pairs. Take turns to answer the questions.

- 1 If you could do any job in the world, what would you do? What appeals to you most about it?
- 2 What skills and qualifications would you need to do the job you want?
- 3 What jobs are likely to be more in demand in the next ten years? Why?
- 4 What are the advantages and disadvantages of working from home?