

WORK



A) Match each word or phrase on the left below with the correct phrase on the right.

- (a) wages
- (b) skills
- (c) experience
- (d) qualifications
- (e) interview
- (f) hours
- (g) personal qualities.

- (1) certificates and exams passed
- (2) a talk with a company about a possible job
- (3) the times when you work
- (4) points in your character (politeness, honesty etc.)
- (5) abilities, things you can do (type, drive etc.)
- (6) work of the same type you have done before
- (7) money you get, usually hourly or weekly ('salary' is usually monthly or annually)



B) Put each of the words on the left in Exercise A above in the correct space in the following conversation. Listen and check.

- Tanya: Hello. I'm Tanya Morrison. I've come for an (a) _____ for a job as a secretary.
- Mr Berg: Oh yes, Miss Morrison. Please take a seat. Well, have you done office work before? Have you got any (b) _____?
- Tanya: Well, I'm afraid I haven't. I've just left college. But I have some (c) _____. Here are my typing and shorthand certificates.
- Mr Berg: Good. Have you got any other (d) _____? Can you use a computer?
- Tanya: Yes.
- Mr Berg: No, but I speak French and Spanish. Good. Your teachers tell us you're very careful and you get on well with other people, so there's no problem about your (e) _____. In fact you seem very suitable.
- Tanya: Thank you. Can I just make sure of one or two points? I believe the (f) _____ are £150 a week. Is that right?
- Mr Berg: Yes, that's right. And the (g) _____ are nine to five, Monday to Friday.
- Tanya: Well, we'd like to have you, Miss Morrison. Thank you very much. I think the job will suit me very well.

C) Finish each sentence on the left with the correct phrase on the right.

- (a) He found
- (b) He was
- (c) He applied
- (d) He answered
- (e) He had
- (f) He was interested
- (g) He was very good

- (1) in his work.
- (2) an advertisement.
- (3) his work very interesting.
- (4) past science and mathematics.
- (5) honest and hard-working.
- (6) two the company for a job.
- (7) a lot of experience.



D) Match each job in the following list with the correct picture.

- scientist
- librarian
- secretary
- waiter
- priest
- farmer
- porter
- lawyer
- actress
- journalist
- labourer
- footballer
- businessman
- carpenter
- mechanic



E) We often use the following adjectives to describe different kinds of jobs. Using a dictionary to find the meanings if necessary, give one or two examples of jobs from Exercise D for each adjective. E.g. badly-paid (with low wages or salary): labourer, porter.

- (a) interesting
- (b) boring
- (c) mentally hard

- (d) physically hard
- (e) exciting
- (f) well-paid

F) Describe

- (a) a job that you have had
- (b) the job you have now
- (c) the job that you would like to have in the future



WORK



ANSWER KEY



A) Match each word or phrase on the left below with the correct phrase on the right.

- 7 (a) wages
- 5 (b) skills
- 6 (c) experience
- 1 (d) qualifications
- 2 (e) interview
- 3 (f) hours
- 4 (g) personal qualities.

- (1) certificates and exams passed
- (2) a talk with a company about a possible job
- (3) the times when you work
- (4) points in your character (politeness, honesty etc.)
- (5) abilities, things you can do (type, drive etc.)
- (6) work of the same type you have done before
- (7) money you get, usually hourly or weekly ('salary' is usually monthly or annually)



B) Put each of the words on the left in Exercise A above in the correct space in the following conversation. Listen and check.

- Tanya: Hello. I'm Tanya Morrison. I've come for an (a) **interview** for a job as a secretary.
- Mr Berg: Oh yes, Miss Morrison. Please take a seat. Well, have you done office work before? Have you got any (b) **experience** ?
- Tanya: Well, I'm afraid I haven't. I've just left college. But I have some (c) **qualifications**. Here are my typing and shorthand certificates.
- Mr Berg: Good. Have you got any other (d) **skills**? Can you use a computer?
- Tanya: No, but I speak French and Spanish.
- Mr Berg: Good. Your teachers tell us you're very careful and you get on well with other people, so there's no problem about your (e) **personal qualities** . In fact you seem very suitable.
- Tanya: Thank you. Can I just make sure of one or two points? I believe the (f) **wages** are £150 a week. Is that right?
- Mr Berg: Yes, that's right. And the (g) **hours** are nine to five, Monday to Friday. Well, we'd like to have you, Miss Morrison.
- Tanya: Thank you very much. I think the job will suit me very well.

C) Finish each sentence on the left with the correct phrase on the right.

- 3 (a) He found
- 5 (b) He was
- 6 (c) He applied
- 2 (d) He answered
- 7 (e) He had
- 1 (f) He was interested
- 4 (g) He was very good

- (1) in his work.
- (2) an advertisement.
- (3) his work very interesting.
- (4) part science and mathematics.
- (5) honest and hard-working.
- (6) two the company for a job.
- (7) a lot of experience.



D) Match each job in the following list with the correct picture.

- O** scientist
- D** librarian
- F** secretary
- N** waiter
- L** priest
- B** farmer
- H** porter
- G** lawyer
- C** actress
- J** journalist
- E** labourer
- A** footballer
- K** businessman
- M** carpenter
- I** mechanic



E) We often use the following adjectives to describe different kinds of jobs. Using a dictionary to find the meanings if necessary, give one or two examples of jobs from Exercise D for each adjective. E.g. badly-paid (with low wages or salary): labourer, porter.

- (a) interesting
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- (d) physically hard
- (e) exciting
- (f) well-paid

F) Describe

- (a) a job that you have had
- (b) the job you have now
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