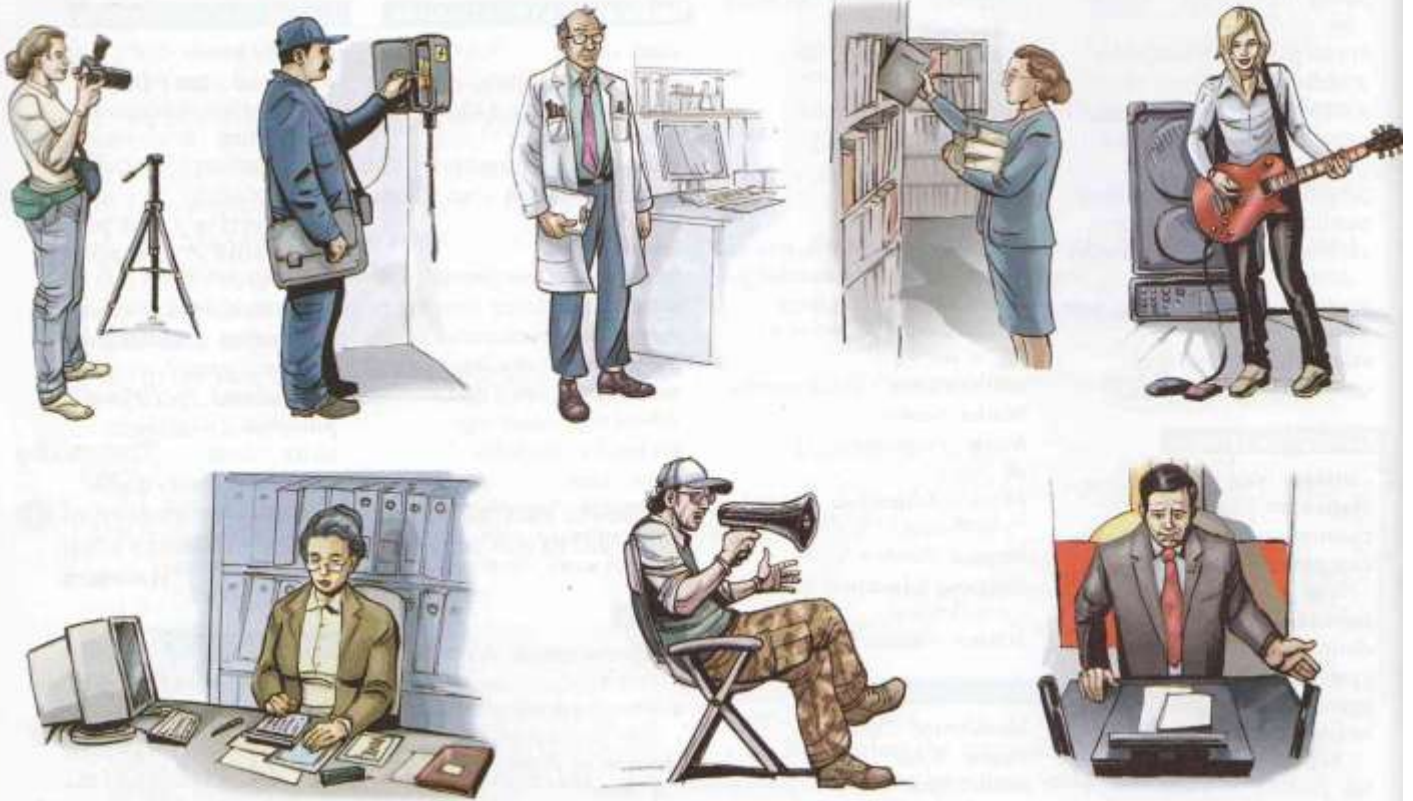


4

WORK

I like work: it fascinates me. I can sit and look at it for hours.'

JEROME K. JEROME
(BRITISH HUMOROUS WRITER, 1859-1927)



WORDBANK • PAGE 101

JOBS

- 1 Complete the sentences by adding the suffixes from the box to the words in bold to make names of jobs. Which of the jobs are shown in the pictures?

.....
-ant -er -ian -ist -man/-woman -or
.....

- A person who is responsible for the **accounts** of a company is an _____.
- A person who **directs** films is a _____.
- A person who repairs **electrical** devices/things is an _____.
- A person who works in a **library** is a _____.
- A person who plays **music** is a _____.
- A person who works in **politics** is a _____.
- A person who **programs** computers is a _____.
- A person who delivers the **post** is a _____.
- A person who has studied **psychology** is a _____.
- A person who takes **photographs** is a _____.
- A person who works in the field of **science** is a _____.

Which of these jobs are most/least useful?
Discuss in pairs.

- 2 Match the people to what they do.

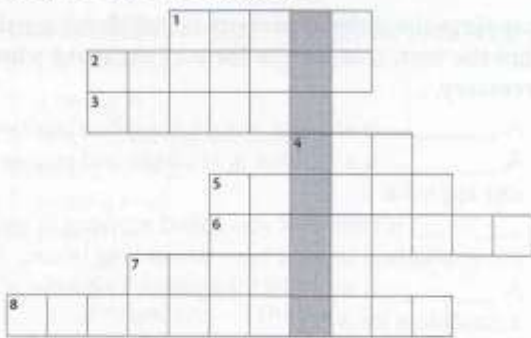
- | | |
|----------------------|---------------------------------------|
| 1 A journalist | a will operate on you if you are ill. |
| 2 A chef | b designs clothes. |
| 3 A miner | c builds roads, bridges or machines. |
| 4 A farmer | d writes for a newspaper. |
| 5 An engineer | e cooks in a restaurant. |
| 6 A fashion designer | f works underground. |
| 7 A surgeon | g grows food for all of us. |

- 3 Match the words to make names of jobs.

- | | |
|------------|------------------|
| 1 police | a attendant |
| 2 shop | b representative |
| 3 flight | c guard |
| 4 driving | d officer |
| 5 sales | e driver |
| 6 security | f instructor |
| 7 taxi | g assistant |

- 4 Look at all the jobs in Exercises 1-3. Which ones would you quite like to do? Which ones would you never want to do? Why? Tell another student.

5 Complete the crossword to find out what all the jobs have in common.



- 1 He/She looks after you if you are ill in hospital.
- 2 You need him if the taps are leaking.
- 3 He/She can cure you when you're ill.
- 4 You need him/her if your dog is ill.
- 5 He serves you in a restaurant.
- 6 You need him if your car isn't working well.
- 7 He/She can advise you on legal matters.
- 8 You need him/her if you want your hair cut.

ADJECTIVES TO DESCRIBE JOBS

6 What's the opposite of...

- 1 a well-paid job – a _____ job
- 2 a permanent job – a _____ job
- 3 a full-time job – a _____ job

LOOKING FOR A JOB

7 Complete this letter of application with the words from the box.

.....
 skills responsible qualifications interview
 experience CV apply advertisement

September 6, 2007

Dear Sir or Madam,

I would like to ¹ _____ for the position of assistant at your art gallery. I saw your ² _____ in *The Guardian* on June 12.

As you will see from my ³ _____, I have all the ⁴ _____ you require: a degree in art history and several certificates in foreign languages. I also have five years' ⁵ _____ of similar work at a small local gallery in my home town, Carnforth. While working there, I was ⁶ _____ for contacts with buyers, both face to face and via the Internet.

My computer ⁷ _____ include using all the applications in both MS Office and OpenOffice.

I look forward to an opportunity to meet with you in person. Please contact me at any of the email addresses or telephone numbers listed in the CV to arrange for an ⁸ _____.

Yours faithfully,

Sharon Collins

Sharon Collins

WORK AND MONEY

8 Match the words to the definitions.

- | | | |
|-----------|---|---|
| 1 salary | a | money that you make by selling things or doing business |
| 2 wages | b | the money a retired person receives |
| 3 fee | c | money paid every month for work |
| 4 income | d | extra money paid to employees e.g. as a reward for good work |
| 5 profit | e | money paid per hour or per week of work |
| 6 bonus | f | payment for professional services, e.g. of a doctor or lawyer |
| 7 pension | g | all the money a person makes (and has to pay tax on) |

USEFUL PHRASES

9 CD 2-02 Read the dialogue and choose the best words a-c for each gap. Then listen and check.

BARRY: Excuse me, Mr O'Reilly, may I have a word with you?

MR O'REILLY: Yes, Barry, of course. What is it?

BARRY: Mr O'Reilly, I've been thinking maybe it's time I had a ¹ _____ rise. I've been working here for five years, I ² _____ my job well, I've never taken a day ³ _____, but my salary is still the same as when I started.

MR O'REILLY: It seems to me you're ⁴ _____ paid, and as you know the ⁵ _____ fringe _____ we give are unusually good: you've got health insurance, a staff canteen...

BARRY: But what about overtime, Mr O'Reilly? I **work** really ⁶ _____, you know.

MR O'REILLY: Well, Barry, we all have to do our best, don't we? I'm sure you're proud to be **part of** such an excellent ⁷ _____, aren't you? And you'll get a bonus at Christmas.

BARRY: Thank you, Mr O'Reilly.

- | | | |
|--------------|---------|-----------|
| 1 a income | b wages | c pay |
| 2 a make | b work | c do |
| 3 a off | b free | c out |
| 4 a good | b well | c much |
| 5 a benefits | b fees | c bonuses |
| 6 a time | b day | c hours |
| 7 a group | b team | c work |

10 Complete the sentences with the correct prepositions from the box.

.....
 as for (x 4) of on (x 2)

- 1 He **works** _____ a big international company.
- 2 She **works** _____ a receptionist.
- 3 I'm **working** _____ a new invention.
- 4 She's **in charge** _____ the music department of a big shop.
- 5 What do you **do** _____ a living?
- 6 He **applied** _____ a job in Thailand.
- 7 She's **responsible** _____ all the correspondence in the office.
- 8 The workers felt so angry about the bad working conditions that they **went** _____ strike.

1 Work in small groups. Ask and answer the questions.

- Have you or anyone you know ever had a summer job? What was it?
- What did you (he/she) have to do?
- What was good/bad about the job?
- What kind of summer job would you like to do?

2 Make a list of all the summer jobs you can think of which students do in your country.

examtask

3 Read the following text about summer jobs. Match the headings A–H to the paragraphs 1–6. There are two extra headings that you do not need to use.

- A A bit of everything
- B Capital job
- C Entertain us
- D For artistic people
- E Get people to help
- F Mummy wanted
- G Strawberry fields
- H Work in sales

4 Which of the jobs would you like to do? Why? For which ones have you got the required qualities?

5 Complete the definitions with highlighted words from the text. Change the form of the word when necessary.

- 1 A _____ is another word for a job or position.
- 2 A _____ is a job that is available and people can apply for it.
- 3 _____ is time that you spend working in your job in addition to your normal working hours.
- 4 A _____ is a previous employer's opinion of a candidate for a job.
- 5 A _____ is one of the periods (usually day/night) into which a day's work is divided in a hospital or factory.
- 6 _____ are small jobs of various kinds.

6 Match the sentence beginnings 1–5 with the endings a–e.

- | | |
|----------------------------------|--------------------|
| 1 The job involves... | 3 We require... |
| 2 You will be responsible for... | 4 You will work... |
| | 5 You will earn... |
- a a group of five people/cleaning the office/all the correspondence
 - b in a team/(in) shifts
 - c up to £300 a week/a weekly wage of £200
 - d working long hours/looking after children/a lot of travelling
 - e good references/healthy, hard-working young people

GET A JOB THIS SUMMER!

SUMMER JOBS

If you want a job this summer, it isn't hard to find one. There are plenty of employers willing to pay a decent salary to young people who are not afraid of a hard day's work.

1

For example, Star Summer Camps, based in the South-West of England, are looking for Activity Instructors to work with children aged 5-15. The money is not bad – from £220 to £260 per week. It's ideal for outgoing, reliable people who enjoy working with children. Candidates with musical or sports ability are preferred, but all applications are welcome.

2

Can you see yourself as Mary Poppins? Want to work as a nanny? Well, there is a vacancy for a child carer with a prestigious family in the Channel Islands from May to September. The work involves looking after three pre-school children. Suitable qualifications, experience and good references are essential. It pays £180 per week plus full board and travel expenses.

3

Have you ever given money to a charity? Of course you have. Well, Time 2 Give need highly motivated, energetic, professional people to raise money for good causes. There are both permanent and short term vacancies available all over the country, and good workers can earn over £400 a week! After a

paid training period you would be responsible for working in a team to persuade people to give to charities.

4

If you prefer physical work, Gowrie Farms in the North-East of Scotland require hard-working fruit pickers for the summer. They provide medical insurance, holiday pay and accommodation and the wages range from £5 to £8 per hour.

5

Edinburgh has thousands of visitors every summer, and Travotel Hotels are offering £535 per month plus full board for a Hotel Reception Assistant. It's a temporary summer contract,

ideal for a student. The duties include answering the phone, helping customers, assisting the senior receptionist and any other odd jobs. The hotel is open 24 hours, so you may be asked to work shifts, and overtime is also available.

6

How about working in a restaurant? Eatwell Restaurants are recruiting part-time staff to serve and clear tables in its central London branches. Applicants must be at least 18 years of age and a neat and tidy appearance is essential. The posts are all in Central London and the pay is £7.25 per hour.

To apply for any of the jobs above visit our website.



MATCHING ◀ 18

1 Match the situations 1–6 with the phrases a–f.

- 1 job interview
 - 2 a new job
 - 3 workers feeling dissatisfied
 - 4 asking for a pay rise
 - 5 getting fired
 - 6 retirement
- a low wages, go on strike
 - b unemployed, on the dole
 - c pension, part-time job
 - d previous experience, CV
 - e starting salary, benefits
 - f doing my job well, improved qualifications

examtask

2 CD 2-03 You are going to hear 5 short dialogues related to work. Match the speakers 1–5 to the statements A–F. There is one extra statement that you do not need to use.

- A Someone is going to retire soon.
- B The boss is threatening to fire someone.
- C Employees are protesting against unfair treatment at work.
- D Someone is trying to get a job with an airline.
- E Someone is trying to get a pay rise.
- F Someone is explaining to new employees how good their job is.

- 1 2 3 4 5

3 CD 2-04 Listen to dialogue 4 again. Complete this list of advantages of the job the person is talking about:

'We've got the best starting ¹ s _____ in the country; fantastic ² b _____ : six weeks' ³ p _____ h _____ a year, guaranteed ⁴ s _____ p _____, free ⁵ d _____ c _____ for pre-school children.'

Which of these things would be most important to you? Discuss with a partner.

4 CD 2-05 Listen to dialogue 5 again and write down the names of all the jobs the man has done (there are six!). Which of the jobs could you do for some time?

MULTIPLE CHOICE ◀ 34

examworkout

1 Look at the exam task in Exercise 2 and do preparation exercises a–c.

- a Read the text. Do not look at the given answers. Complete the text with your own ideas.
- b Look at your ideas and make sure they are correct by considering these points:
 - Does the meaning of the phrase make sense?
 - Is the sentence grammatically correct now?
 - Does the word normally go with the word that comes before or after it?
- c Look at the given answers. Are any of them the same as your ideas?

examtask

2 Read the story below. For gaps 1–8 choose the correct answer A–D.

WORK UNPAID

MR. STETSON WAS THE RICHEST MAN ¹ _____ TOWN. HE HAD MADE HIS MONEY IN THE OIL BUSINESS AND ² _____ HE WAS LIVING ON HIS OWN, HE NEVER GAVE MONEY TO CHARITY. THIS IS PROBABLY WHY EVERYBODY HATED HIM.

One day he decided ³ _____ a new house built in the most fashionable part of town with a fireplace in his large living room. When the mason had finished working on the fireplace, he asked Mr. Stetson ⁴ _____ the money he was owed. 'I'm afraid I can't pay you today. You see, I don't have the exact money,' Mr. Stetson said. 'No problem, but please don't use the fireplace ⁵ _____ you've paid me,' went the answer. The client agreed unwillingly.

Four hours later the wealthy man phoned the workman, shouting, 'My house is ⁶ _____ smoke!' 'I told you not to use the fireplace yet,' the mason replied. A little later he arrived ⁷ _____ Mr. Stetson's house and received his money. He immediately took a ladder, went up to the roof and took out his heaviest hammer. He simply ⁸ _____ it drop into the chimney breaking the pane of glass he had built into it.

- | | | | |
|---------------|-----------|------------|----------|
| 1 A at | B in | C for | D by |
| 2 A even | B until | C although | D where |
| 3 A to have | B having | C to do | D doing |
| 4 A ∅ | B to | C from | D for |
| 5 A until | B when | C because | D while |
| 6 A filled of | B full of | C filled | D full |
| 7 A ∅ | B by | C to | D at |
| 8 A let | B hit | C did | D looked |

MULTIPLE CHOICE ◀24

1 Work in pairs. Describe the photo and answer the questions.

- Would you like to work in an office like this? Why?/Why not?
- What are the advantages and disadvantages of working in an office?

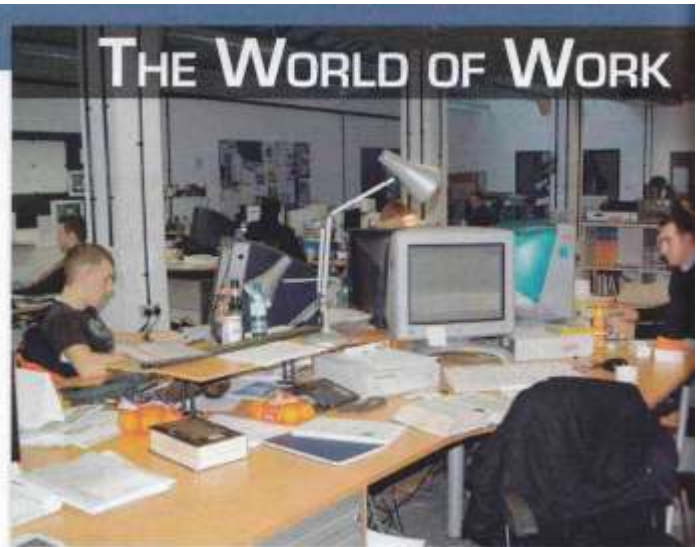
examtask

2 Read the text below. For questions 1–5 choose the correct answer A–D.

- 1 The writer says he used to find offices impressive because
 - A the people are smartly dressed.
 - B employees get many perks.
 - C you get sick leave if you're ill.
 - D you can do some of the work from home.
- 2 A woman's desk
 - A is more hygienic than an office toilet.
 - B has three to four times less bacteria than a man's desk.
 - C is usually in her home.
 - D has more bacteria than a man's desk
- 3 Which of the following is NOT given as a reason why women's desks have many germs on them?
 - A Women keep food in their desks.
 - B Women have more contact with children.
 - C Women leave tissues lying on their desks.
 - D Women use cosmetics.
- 4 Men's wallets are full of bacteria because of
 - A the place where men usually keep them.
 - B the amount of money they contain.
 - C the different things men keep in them.
 - D the high temperature in the office.
- 5 The writer advises the reader to:
 - A give up his or her office job.
 - B find a more hygienic workplace.
 - C get more information before making a decision.
 - D avoid hard manual work.

3 Complete the questions, using the highlighted expressions in the text to help you. Then ask and answer the questions in pairs.

- 1 Do your parents work _____ hours?
- 2 What, in your opinion, makes good _____ conditions?
- 3 Would you like to work _____ home? What are the advantages and disadvantages?
- 4 If you were _____ for a job, what would you give as 'your greatest strength'?
- 5 Which of these people should *not*, in your opinion, go on _____: doctors, nurses, teachers, firefighters, street cleaners, dustmen, bus drivers? Why?



THE WORLD OF WORK

DIRTY WORK

by Joanna Summers

I've always been impressed by modern offices. All those skilled workers with their suits and ties and smart skirts. And I've always thought that one of the perks of working in such places is that everything is so clean. But according to a recent scientific study, if you're a white collar office worker, you should think about asking for sick leave or even start **working from home**. Because your workplace is crawling with germs.

A team from the University of Arizona discovered that the average office desktop has 400 times more bacteria than the average office toilet seat! And surprisingly, women's workstations are home to far more germs than those of their male colleagues. On average, female employees have three to four times the amount of germs in their work area.

One reason why women's desks have more bacteria is that women spend more time with small children and so are more likely to catch their germs. Another problem is that women use make-up and lotions, which help to transfer bacteria. And many women, especially if they have to **work long hours**, like to have a little something to eat while they are on duty. So they tend to keep snacks in their desk drawers: an ideal place for bacteria to grow. Professor Charles Gerba found that seventy-five per cent of female employees kept food in their work area. 'I was really surprised how much food there was in a woman's desk. If there's ever a famine, that's the first place I'll look.'

However, before all you poor male workers run to your boss to complain about your **working conditions**, and to threaten to **go on strike** unless you get a bonus for working with all those dirty women, you should know one thing: men's wallets are the most fertile breeding grounds of all for all those nasty little office bugs. Professor Gerba: 'Your wallet is in your back pocket where it's nice and warm, it's a great incubator for bacteria.'

But don't hand in your resignation and **apply for a job** on a pig farm or at the municipal dump just yet. Before informing your employer that you're leaving for a more hygienic occupation, you should find out if anyone has done a similar study for blue collar workers involved in manual labour. It could be even dirtier on the pig farm.

TRUE/FALSE ◀ 16

WHAT MAKES US HAPPY AT WORK

Top 10 in order

- 1 _____
- 2 _____
- 3 _____
- 4 Good work/life balance
- 5 Varied work
- 6 Doing something worthwhile
- 7 Making a difference
- 8 Part of a successful team
- 9 Achievements recognised
- 10 _____

Source: Chiumento's Happiness at Work Index

1 A survey was carried out to find out what makes people happy at work. Complete the results with what you think is the most important.

Enjoyable work Friendly supportive colleagues
 Good boss or manager High salary

2 CD 2-06 Listen to a dialogue between two friends to find out the real results of the survey. Then check your answers on page 172.

examtask

3 CD 2-07 You are going to hear a conversation between Rita and Laura about Rita's new job. Decide if the statements 1–5 are true (T) or false (F).

- 1 Rita is not happy because the working conditions at the café are bad.
- 2 Rita has been fired.
- 3 Rita damaged a piece of equipment.
- 4 Rita's help in the kitchen was a success.
- 5 Rita spilt some coffee over a customer.

4 CD 2-08 Read the sentences. Can you complete some of them without listening again? Compare your answers in pairs. Then listen and check.

- 1 All the s_____ are so nice and friendly.
- 2 They are making lots of p_____.
- 3 You can take time o_____.
- 4 I was in ch_____ of the coffee machine.
- 5 They asked me to give the chef a h_____.

GENERAL CONVERSATION/
 INDIVIDUAL LONG TURN ◀ 53

examworkout

1 Complete the questions with the words from the box. There is one extra word you do not need.

work team salary on job for well-paid do company

1 What sort of job would you like to _____ in the future? Why?

2 Would you like to do the same _____ as your mother or father? Why/Why not?

3 Would you prefer to work _____ a small local _____ or a big international one?

4 What do you think is more important: a high _____ or interesting _____? Why?

5 Do you prefer working on your own or in a _____?

6 What jobs do you think are _____?

2 What can you say when you are not sure? Match the beginnings and endings of six useful phrases with which you can start your answer.

- | | |
|---------------------------|---|
| 1 That's a good/difficult | <input type="checkbox"/> a decided yet. |
| 2 I'm not | <input type="checkbox"/> b no idea. |
| 3 I haven't | <input type="checkbox"/> c depends. |
| 4 I have | <input type="checkbox"/> d think. |
| 5 It (all) | <input type="checkbox"/> e question. |
| 6 Let me | <input type="checkbox"/> f sure. |

examtask

3 Work in pairs. Ask and answer questions from Exercise 1. Student A asks questions 1–3; student B asks questions 4–6. Give answers that are true for you and say as much as you can.

4 Now swap roles and ask the questions in Exercise 1 once again.

FORMAL LETTER: APPLICATION LETTER «52

examworkout

1 Read the exam task below and do preparation exercises a–f.

You are going to spend next summer in the USA and you are looking for a summer job. You have seen this advertisement on the Internet:

A popular seaside resort is looking for SUMMER CAMP INSTRUCTORS International students are welcome! Brilliant way to have a great summer and earn some money at the same time! If interested, send your letter of application to Gwen Smith, gwen@scusa.net Include details of the position you are applying for, describe your professional experience, say why you would like to get the job and why you think you are a suitable candidate, describe your level of English and your experience in using it in practical situations.

Write an application letter including all the necessary details.

- a Highlight the six items of information that the instructions ask for. The first one has been done for you as an example.
- b Read a candidate's response to the task. Which three pieces of information are not included? What else is wrong with the letter?

Dear Sir or Madam,

I am writing to apply for the job of instructor at your summer camp. Last summer I worked as an instructor in Hungary and the children liked me. I can do many sports. I speak English quite well, I think I will be able to communicate with the children at your camp.

I look forward to hearing from you.

Yours faithfully,

Adam

c Which three of the sentences below describe the candidate's experience using English in practical situations?

- 1 I have no problems speaking English.
- 2 I have used English a lot when travelling and I can communicate with people of different nationalities.
- 3 I think I will be able to communicate with the children at your camp.
- 4 I often show foreign visitors around my town.
- 5 When I went on a school exchange to Britain two years ago, I had to speak English all the time.

d Match the jobs (1–6) to the candidates' strengths (a–f).

- 1 au pair
- 2 instructor at summer camp
- 3 fruit picker
- 4 receptionist
- 5 shop assistant in a supermarket
- 6 cleaner

- a I can work long hours and shifts.
- b I am hard-working and very tidy.
- c As well as playing tennis and football, I am a strong swimmer.
- d I am strong, fit and I enjoy working outdoors.
- e I am very patient and I like working with children.
- f I can speak English, Spanish and Russian.

e Here are different ways in which you can join two strengths in a sentence.

- 1 I am strong and fit and I also enjoy working outdoors.
- 2 I am strong and fit and I enjoy working outdoors as well.
- 3 As well as being strong and fit, I enjoy working outdoors.

Now rewrite this sentence in the same three ways.

I am very patient and I like working with children.

- 1 _____
- 2 _____
- 3 _____

f Put this jumbled sentence in order.

The Guardian / apply for / the position of / like / would / I / in / on / to / waiter / May 28 / advertised

2 Write an improved version of the candidate's letter.

examtask

3 Read the exam task below and write an application letter.

You are studying in London and would like to take a part time job. You have seen this advertisement in the London News:

Are you a music junkie? We've got work for you! If you like music, come and work in one of our music stores!

If interested, send your letter of application to Patrick Jones, pat@cdw.net

Include details of your professional experience, say why you would like to get the job, why you think you are a suitable candidate and what kind of music you are into.

Write an application letter including all the necessary details.

JOBS

accountant /ə'kauntənt/
au pair /əu'peə/
babysitter /'beɪbɪsɪtə/
beautician /bjʊ:'tʃɪən/
bus driver /bʌs'draɪvə/
car mechanic /kɑ: mɪ'kæntɪk/
chef /ʃef/
chemist /'kemɪst/
computer programmer /kəm'pjʊ:tə 'prəʊgræmə/
cook /'kʊk/
dentist /'dentɪst/
doctor /'dɒktə/
dressmaker /'dresmeɪkə/
driving instructor /draɪvɪŋ m'straktə/
economist /i'kɒnəmɪst/
electrician /ɪlek'trɪʃən/
engineer /endʒə'nɪə/
executive /ɪg'zekjʊtɪv/
farmer /'fɑ:mə/
fashion designer /'fæʃən dɪ'zəɪnə/
film director /fɪlm də'rektə/
firefighter /'faɪəfaɪtə/
flight attendant /flaɪt ə'tendənt/
fruit picker /fru:t 'pɪkə/
hairdresser /'heədresə/
housewife /'haʊswaɪf/
instructor /m'straktə/
journalist /'dʒɜ:nəlɪst/
lawyer /'lɔ:jə/
lecturer /'lektʃərə/
librarian /laɪ'breəriən/
manager /'mænɪdʒə/
miner /'maɪnə/
musician /mju:'zɪʃən/
nurse /nɜ:s/
pharmacist /'fɑ:məsɪst/
photographer /fə'tɒgrəfə/
pilot /'paɪlət/
plumber /'plʌmə/
police officer /pə'li:s 'ɒfɪsə/
politician /pə'lɪtɪʃən/
portrait painter /'pɔ:trɪt 'peɪntə/
postman /'pəʊstmən/
postwoman /'pəʊstwu:mən/
psychologist /saɪ'kɒlədʒɪst/
receptionist /rɪ'sepʃənɪst/
rep /rep/
sales representative /seɪls reprɪ'zentətɪv/
scientist /'saɪəntɪst/
secretary /'sekretəri/
security guard /sɪ'kjʊərətɪ gɑ:d/
shop assistant /ʃɒp ə'sɪstənt/
shopkeeper /'ʃɒpkɪ:pə/
tailor /'teɪlə/
teacher /'ti:tʃə/
ticket inspector /'tɪkɪt m'spektə/
translator /trænz'leɪtə/
travel agent /'trævəl 'eɪdʒənt/

TV presenter /ti: vi: prɪ'zentə/
vet /vet/
waiter /'weɪtə/
waitress /'weɪtrɪs/

ADJECTIVES TO DESCRIBE JOBS

badly paid /'bædli peɪd/
full-time /fʊl'taɪm/
manual work /'mænjʊəl 'wɜ:k/
part-time /pɑ:t'taɪm/
permanent /'pɜ:mənənt/
temporary /'tempərəri/
well-paid /wel'peɪd/

LOOKING FOR A JOB

applicant /'æplɪkənt/
application form /,æplɪ'keɪʃən fɔ:m/
candidate /'kændɪdət/
curriculum vitae /kə'nkjʊləm vɪ'taɪ/
CV /si: vi:/
employment contract /ɪm'plɔɪmənt 'kɒntrækt/
enclose a CV /ɪn'klaʊz ə si: vi:/
interview /ɪntə'vju:/
job advertisement /dʒɒb əd'vɜ:tɪsmənt/
job application /dʒɒb æplɪ'keɪʃən/
job centre /dʒɒb'sentə/
previous experience /'prɪ:vɪəs ɪk'spɪəriəns/
qualifications /kwɒlɪfɪ'keɪʃnz/
recruit /rɪ'kru:t/
recruitment /rɪ'kru:tment/
references /refrənsəs/
skills /skɪlz/
starting salary /'stɑ:tɪŋ 'sæləri/
training session /'treɪnɪŋ 'seʃən/
vacancy /'veɪkənsɪ/
working conditions /'wɜ:kɪŋ kən'dɪʃənz/

WORK AND MONEY

bonus /'bəʊnəs/
earnings /'ɜ:nɪŋz/
fee /fi:/
fringe benefits /frɪndʒ 'benəfɪts/
income /ɪŋkʌm/
pay /peɪ/
pay rise /peɪ raɪz/
pension /'penʃən/
profit /'prɒfɪt/
salary /'sæləri/
wages /weɪdʒəs/

EMPLOYMENT

career /kə'riə/
employ /ɪm'plɔɪ/
employment /ɪm'plɔɪmənt/
job /dʒɒb/

odd jobs /ɒd dʒɒbs/
position /pə'zɪʃən/
post /pəʊst/
profession /prə'feʃən/

AT WORK

assist /ə'sɪst/
deadline /'dedlaɪn/
deal with /di:l wɪð/
give sb a hand /grɪv 'sʌmbɒdi ə hænd/
manage /'mænɪdʒ/
management /'mænɪdʒmənt/
office /'ɒfɪs/
overwork /əʊvə'wɜ:k/
per hour /pə aʊə/
run a business /rʌn ə 'bɪznəs/
teamwork /'ti:mwɜ:k/
work overtime /wɜ:k əʊvətəɪm/
workplace /'wɜ:kpleɪs/

NOT WORKING

be fired /bi'faɪəd/
be off sick /bi'ɒf sɪk/
be on sick leave /bi'ɒn sɪk li:v/
be sacked /bi'sækt/
fire sb (informal) /faɪə 'sʌmbɒdi/
give sb the sack /grɪv 'sʌmbɒdi ðə sæk/
give up work /grɪv ʌp wɜ:k/
hand in your resignation /hænd ɪn jə rezɪg'neɪʃən/
high unemployment /haɪ ʌnɪm'plɔɪmənt/
low unemployment /ləʊ ʌnɪm'plɔɪmənt/
on holiday /ɒn 'hɒlədeɪ/
out of work /aʊt əv wɜ:k/
pensioner /'penʃənə/
quit work (AmE) /kwɪt wɜ:k/
resign /rɪ'zaɪn/
retire /rɪ'taɪə/
retirement /rɪ'taɪəmənt/
sack sb /sæk 'sʌmbɒdi/
unemployed /ʌnɪm'plɔɪd/
unemployment benefit /ʌnɪm'plɔɪmənt 'benəfɪt/

PEOPLE AT WORK

boss /bɒs/
colleague /'kɒli:g/
employee /ɪm'plɔɪi:/
employer /ɪm'plɔɪə/
staff /stɑ:f/
team /ti:m/
worker /'wɜ:kə/

USEFUL PHRASES

apply for a job /ə'plai fə ə dʒɒb/
be in charge of sth /bi ɪn tʃɑ:dʒ əv 'sʌmθɪŋ/
be part of a team /bi 'pɑ:t əv ə ti:m/
be promoted /bi prəməʊtəd/