

7 Odd jobs

Vocabulary

Jobs



1 Work with a partner and match the photos with these words.

builder computer programmer fashion designer journalist
mechanic police officer receptionist shop assistant

2 2.09/10 Listen and repeat.

3 Think of two or three jobs for these different categories. You can use your dictionary to help you.

- 1 People who work with children: *teachers, au pairs, doctors*
- 2 People who work outdoors: _____
- 3 People who do paperwork: _____
- 4 People who do manual work: _____
- 5 People who work with the public: _____
- 6 People who travel a lot: _____
- 7 People who work in a team: _____
- 8 People who work in an office, with numbers or with computers: _____

Personal qualities

4 Complete the sentences with these words.

ambitious calm caring clever
creative fit hard-working reliable
sociable strong well-organised

- 1 I'm a very well-organised person. I always plan very carefully and I know exactly what I'm doing.
- 2 You need to be if you work with children. They need to know that you like them and will help them.
- 3 Police officers are usually and because in some situations they need to run fast and use force.
- 4 Top scientists are usually very They can find the answer to very complicated problems. They are also They need lots of imagination to think of new ideas.
- 5 Philip works in a bank. He's very; you can always depend on him and he always arrives on time. He's too – he always puts a lot of effort into his work.
- 6 Susan is very good at working in a team. She's very she loves being with other people.
- 7 Fire fighters need to stay because they might make bad decisions if they get excited or angry.
- 8 Charles is really He won't be happy until he's the company director!

5 LISTENING 2.11 Listen to four people describing their jobs. What jobs do you think they are?

- 1 3
2 4

6 Write four sentences about yourself using the adjectives in 4.

I'm usually quite calm. For example, I don't panic in exams.

7 SPEAKING Work with a partner. Guess which adjectives your partner wrote in 6 and say why.

I think you put sociable because you're friendly with everyone in this class.

Yes, you're right!

- Grammar** ▶ Modal verbs of obligation, prohibition and advice (*must, have to, mustn't, don't have to, should, shouldn't*) ▶ Second conditional
Vocabulary ▶ Jobs ▶ Personal qualities ▶ Compound adjectives
Speaking ▶ Making polite requests
Writing ▶ A letter of application and CV

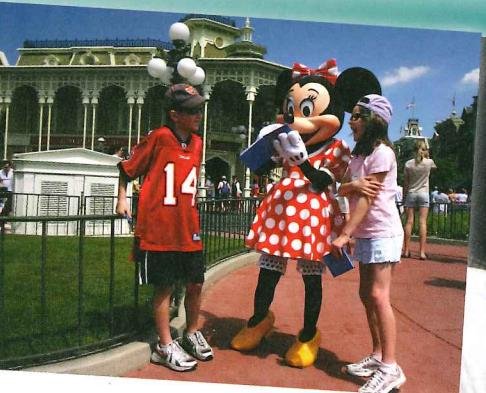
Reading

1 Work with a partner and answer the questions.

- 1 What are the unusual jobs in the photos?
- 2 What do you think people do in these jobs?

2 Read a blog about four people who have unusual jobs. What are their jobs? Write a name or simple explanation for each one.

- 1 Lily Ann Lloyd
- 2 David Singleton
- 3 Stephen Redmond
- 4 Louise Perry



Do you have an unusual job? We want to hear from you!

Blog

[4 COMMENTS]



1 You don't have to be attractive to work on TV. If you watch any TV drama, you'll see normal people in the background, behind the main actors. TV or film directors don't want every scene to be full of George Clooneys or Keira Knightleys. They want things to look real, with normal people. That's my job. Some people call us 'background artists', but we're usually called 'extras'. Extras often have to be in the studio for long hours, but you usually only work for about two hours a day. So

10 you should take a good book or a crossword because most of the time you're just sitting waiting. And if you're working with famous actors, you mustn't ask them for an autograph. They just want to do their job in peace.

Lily Ann Lloyd, Glasgow – 1 Mar 2011, 2:31 PM



15 When I tell people what my job is, they all think I'm lucky. I suppose I am. I test computer games, so basically I spend hours and hours playing them, to see if they're good or not. Sometimes we have to keep playing the game until it breaks. It can be fun but it can also get really boring,

20 playing the same game again and again. We often have to work very fast too. What I really want to do one day is to design a computer game. I studied to be a computer programmer so I know about the technical side. But you have to be very creative to design a game that's original.

David Singleton, London – 1 Mar 2011, 2:57 PM



I'm a house sitter. You probably think that I just sit at home all day. Well, you're right. Except not at my own home. A house sitter is someone who looks after another person's house when they go away. Sometimes I stay for just a

30 couple of weeks when someone goes away on holiday. But sometimes I have to stay for six months, when a family goes to live for a long time in another country for example. People say that I'm a 'living burglar alarm'. That's more or less true. It's an easy job, but you shouldn't do it if you

35 love staying at home ... your own home, that is.

Stephen Redmond, Cornwall – 1 Mar 2011, 3:17 PM



My job isn't exactly unusual but I have to work with world issues, emotions, strange events, family problems, love, new pop groups, discipline, people who are too excited,

40 people who are bored, lunch, chewing gum, fashion, pollution, history, sport, literature, A+, C-, all this and the future of the world ... In my job you have to be reliable, well-organised, hard-working, creative, clever, sociable, caring, calm ... I'm a teacher and I love my job.

Louise Perry, Oxford – 1 Mar 2011, 7:20 PM

EXAM SUCCESS

You are going to do a true or false reading activity. What should you do after reading the text quickly for the first time to get a general idea?

EXAM SUCCESS ▶ page 152

3 Read the texts in 2 again and decide if the statements are true (T) or false (F). Write down the number(s) of the line(s) where you found the answer.

- 1 Lily Ann is very attractive and this is why she works in TV. *T/F*
- 2 Background artists and extras are different names for the same job. *T/F*
- 3 Extras need to be patient. *T/F*
- 4 Stars don't like signing autographs for extras. *T/F*
- 5 David always enjoys his job. *T/F*
- 6 David thinks that technical knowledge is not enough to create a computer game. *T/F*
- 7 House sitters protect other people's property. *T/F*
- 8 Being a house sitter isn't a good job for people who like being away from their home. *T/F*
- 9 Louise needs to know about the past, present and future in her job. *T/F*
- 10 Louise thinks that she needs a variety of skills to do her job well. *T/F*

4 Match the underlined words in the text with their definitions.

- 1 takes care of, protects *looks after*
- 2 subjects, topics, questions
- 3 the place behind the main person or thing that you are looking at
- 4 handsome, beautiful
- 5 in a good situation, in a situation that other people want to be in
- 6 but

5 SPEAKING What about you? Discuss with a partner.

- 1 Which of the first three jobs in the text do you like the most? Why?
- 2 Would you like to be a teacher? Why/Why not?

GRAMMAR GUIDE**Modal verbs of obligation, prohibition and advice****1a** Look at the sentences.

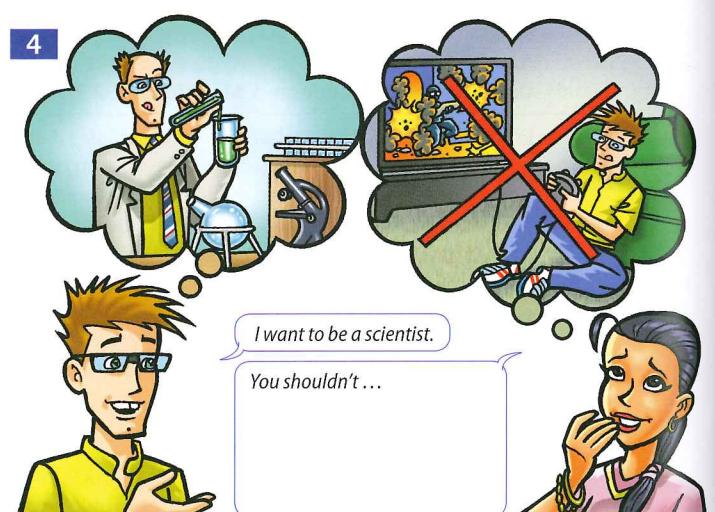
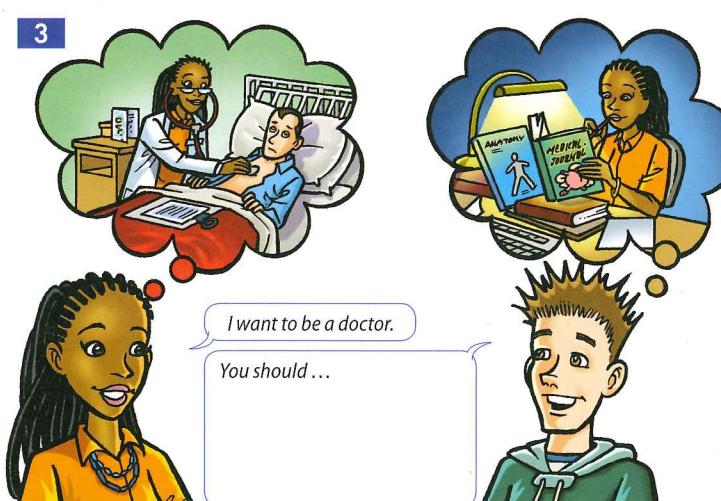
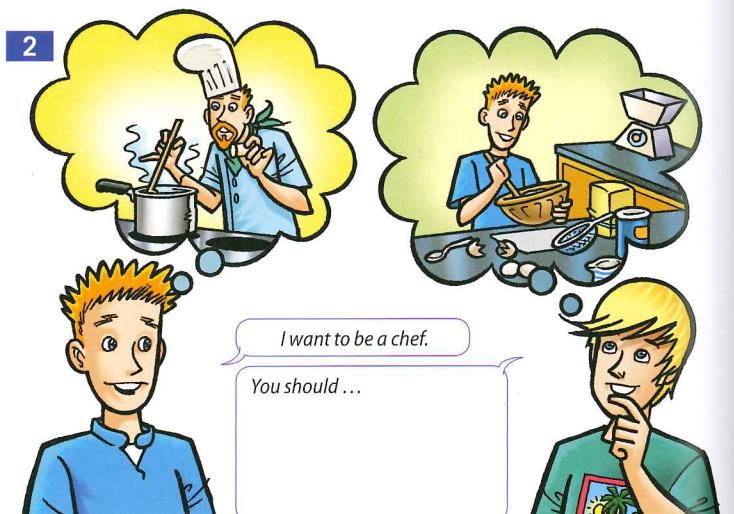
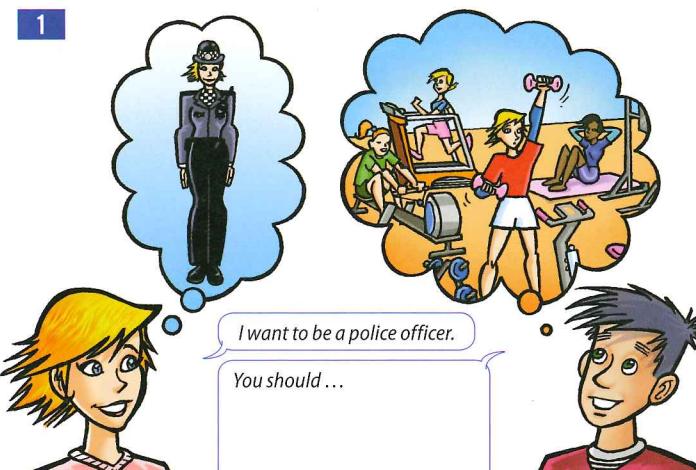
- You **don't have to** be attractive to work on TV.
- Extras often **have to** work long hours.
- You **should** take a good book with you.
- You **mustn't** ask famous actors for an autograph.
- You **must** wear a uniform.
- You **shouldn't** do this job if you like staying at home.

1b Which sentence(s) express:

- obligation? **b, e**
- prohibition? **.....**
- no obligation? **.....**
- advice or recommendation? **.....**

1c What type of word comes after **must, mustn't, should, shouldn't, have to, don't have to**?**GRAMMAR REFERENCE** ▶ page 94**2a PRONUNCIATION** The letter 'l' is silent in the word 'should' – we do not pronounce it. Look at these sentences. Which letters do you think are silent in each sentence? Cross the letter(s) out.

- Firefighters **should** be calm.
- You **mustn't** ask actors for autographs.
- Discipline **can** be important.
- My science teacher comes to school at half past eight.
- Fashion designers **shouldn't** copy other people's designs.
- Window cleaners often clean tall buildings.

2b 2.12 Listen, check and repeat.**3** Use **should** and **shouldn't** to give advice to these people.**4** Choose the correct alternative. If you think both alternatives are correct, choose both.

- You **must/have to** learn to play an instrument if you want to be a professional musician.
- Builders **mustn't/don't have to** work in an office.
- Doctors **mustn't/don't have to** tell secrets about their patients' health.
- Do you **must/have to** wear a uniform in your job?
- People who work in banks **must/have to** do a lot of paperwork.
- A fire fighter **has to/have to** work in a team.
- A computer programmer **mustn't/doesn't have to** be fit to do his or her job.
- My sister **must deal/deals** with the public in her job.

5 Rewrite each sentence using a modal verb of obligation, prohibition or advice.

- It is not necessary to have experience to do the job.

You **don't have to have experience to do the job**

- It is obligatory for builders to wear hard hats here.

Builders

- It is a good idea for Frank to work in the summer.

Frank

- In our school, teachers are not allowed to wear jeans.

In our school,

- It isn't a good idea to wear informal clothes for a job interview.

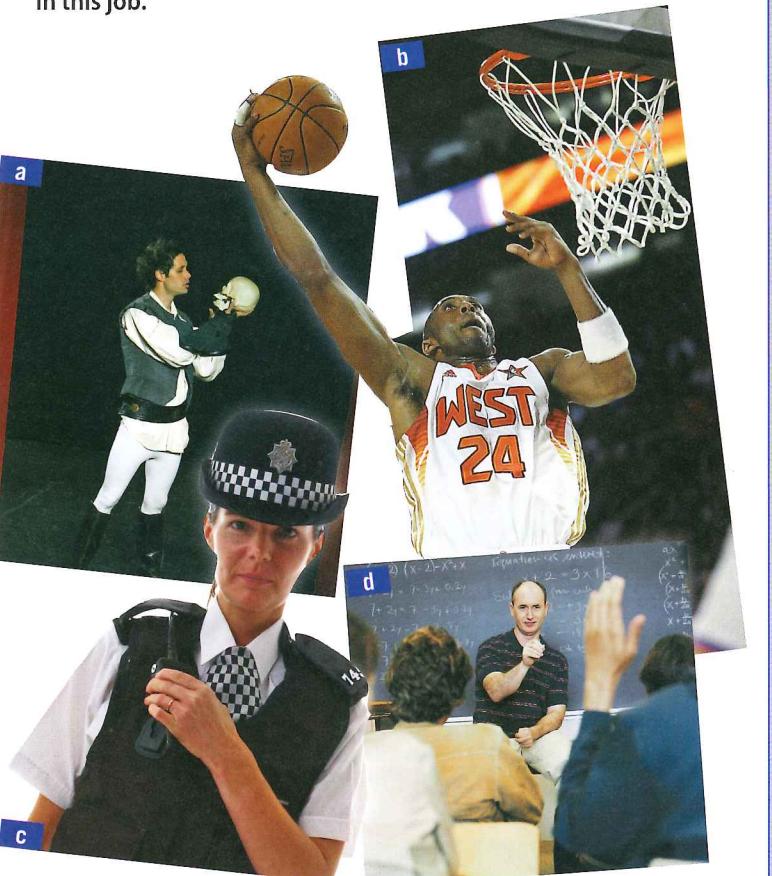
You

- It is not obligatory for our receptionists to speak French.

Our receptionists

- It is essential for Karen to be calm in her job.

Karen

6a SPEAKING Look at the photos and choose a job. Make a note of things you **have to/don't have to/must/mustn't/should/shouldn't do** in this job.**6b** Work with a partner. Describe the job. Can your partner guess what it is?

You **have to work at the weekend**. You **have to work in a team**. You **should learn other languages** in case you go to play in a different country. You **shouldn't eat fast food**. You **must be ambitious** if you want to win competitions.

Is it a football player?

Yes, it is.

Compound adjectives

1 Look at these words. They are compound adjectives, adjectives made by joining two words. The two words are usually connected with a hyphen (-).

well-organised **hard-working**

Complete the compound adjectives in the definitions with these words.

badly blue/brown/green easy full
good part right/left well

1 when you don't work all day in your job-time

2 relaxed and calm-going

3 when you don't get much money in your job-paid

4 when you work all day in your job-time

5 when you get paid a lot of money in your job-paid

6 with blue/brown/green eyes-eyed

7 when you write with your right/left hand-handed

8 attractive-looking

2 2.13 Listen and check your answers.**3a PRONUNCIATION** 2.14 Listen again and repeat. Where is the stress in the compound adjectives?**3b** Practise saying the words with the correct stress.**4** How many compound adjectives from this page can you use to describe tennis-player Rafael Nadal?**STUDY SKILLS**

How do you learn new vocabulary? Which do you think is better: revising for a long time just once before an exam or revising for a shorter period more frequently? **STUDY SKILLS** ▶ page 147



Click onto...

Working in the USA

International cultural knowledge

American teenagers and work

- 1 Look at the jobs in the photos. How old do you think you have to be to do these jobs in the USA? Guess.



- 2 Read this information about work in the USA and answer the questions.

- 1 Were your answers in 1 correct?
- 2 Do you think the answers are the same in your country?
- 3 Does any of the information surprise you?

What jobs can young people do?

Before you are 14 ...

You can work as a newspaper delivery boy/girl.
You can work as an au pair.
You can work as an actor.
You can work in your parents' business or farm.

When you are 14 ...

You can also work in ... offices, shops, restaurants, cinemas, theme parks or petrol stations.
You can't be ... a builder, a driver, a factory worker, or a miner.
You can work between 7am and 7pm. You can't work more than three hours on a school day.

When you are 16 ...

You can work in any job, except jobs that are especially dangerous (e.g. with explosives or radioactive substances).
You can work any day, any time of day and for any number of hours.

When you are 18 ...

You can work on any job for any number of hours.

- 3 Read the article and write a title.

- 4 Read the article again and complete the sentences with the correct information.

- 1 Vanessa works because
- 2 Vanessa's studies aren't going well because
- 3 Sometimes Vanessa doesn't do her homework because
- 4 Vanessa thinks that work is bad for her because
- 5 Steve works because
- 6 Steve thinks that the alternative to work is
- 7 Steve thinks that the good things about working are

- 5a Make notes with your opinions on teenagers and work.

- 5b Work in small groups. Take it in turns to present your opinions.

Title:

American teenagers who study often work as well. One report says that teenagers between 14 and 18 work an average of 16 hours a week. What do teenagers think about this? We asked two and this is what they told us.

Vanessa Hopkins, 18



Apart from my studies, I work about 20 hours a week. I wash dishes and serve food at a local restaurant. There's only one reason why I work – money. I need the money to pay for my studies. But the problem is that my studies aren't going so well at the moment because there are days when I just don't have time to do my homework. I have to work from 9 to 1 some nights. How can I find the time to do my homework after that? Some people say that working is good for teenagers because it gives you experience, it makes you more responsible and independent. No way! I'll have time to do all that when I'm older. Right now, I'm young and I'm at college. I have a great opportunity to learn and improve myself, but I'm just too tired to do it.

Steve Lacy, 15



I have a job at a fast-food restaurant. It isn't very exciting or creative but it gives me money. I'm saving up to buy a car. Most of my friends work too. It's a great way to become independent and not rely on your parents all the time. Sometimes it's difficult to find time to do everything, but I'm young, I can do it. If I wasn't working, I'd probably just be hanging out with my friends and playing basketball. This way, I'm doing something useful and making some money. I'm also learning about the 'real' world, the world outside the classroom, and I've met lots of people there and made some cool friends.

Popular culture

'I need a holiday' by Scouting for Girls

- 6 Read the words to a song about somebody who is tired of working. Can you guess any of the missing words?

WORD BOOSTER

Match the words and definitions.

- | | |
|----------------|------------------------------------|
| 1 stuck inside | a go slow |
| 2 screen | b with no possibility of going out |
| 3 drag | c part of the computer you look at |
| 4 cheer up | d friends |
| 5 home-time | e be happy |
| 6 hanging out | f spending time |
| 7 mates | g time to go home |

- 7 Put these words in the spaces in the song.

blue day dog five fly hate holiday
mates money slow soon sun Sunday
watch weekend working

- 8 2.15 Listen to the song and check your answers.

What about you?

- 1 How does this song make you feel?
- 2 Do you need a holiday? Why?

I think this song is really cool. I like the lyrics!

I need a holiday. I've worked really hard this term.

It's a beautiful (a), but I'm stuck inside
Staring at this screen, working nine till (b)
How I (c) this job (how I (c) this job)
Because the days do drag (because the days do drag)
They work me like a (d) (they work me like a (d))
And the (e)'s bad (and the (e)'s bad)

CHORUS

Cheer up, cheer up, don't be (f)

Don't forget it's home-time (g)

We'll make it through another (h) day

I need a holiday (I need a holiday)

I need a holiday with my friends.

I'm working every day (I need a holiday)

I'm working every day for the (i)



Looking at my (j), for the millionth time

The days go (k) and then the evenings (l)

When I'm out of this place (when I'm out of this place)

And the day's been won (and the day's been won)

I'm going out with my (m) (I'm going out with my (m))

Hanging out in the (n) (hanging out in the (n))

CHORUS

I wish it could be (o) when I wake up every day (x 8)

But I need you, yeah, I need you

Yeah I need you more than I can say

Yeah I need you, yeah, I need you

Yeah I need you more than I can say

More than I can say

Yeah I need you, I need you, I need you, I need you,

I need you, more than a (p)

Yeah I need you, I need you, I n-n-n-need you,

I need you more than I can say



2 LISTENING 2.16 Listen. Were your predictions correct?

▶ EXAM SUCCESS

You are going to do a multiple-choice listening activity. In this type of exercise you have to choose one of a number of statements which corresponds to the information in the listening text. What should you do if you don't hear the answer to one of the questions?

EXAM SUCCESS ▶ page 152

3 Listen again and choose the correct alternative.

- 1 Sarah doesn't know what to do because
 - a nobody has offered her a job for the summer.
 - b she doesn't want to go away.
 - c she doesn't know if she likes the job they've offered.
- 2 Sarah is worried because
 - a she doesn't have any experience of working with children.
 - b the last time she worked with children it didn't go very well.
 - c she doesn't like little children.
- 3 When Jim worked with kids he was
 - a tired.
 - b bored.
 - c angry all the time.
- 4 The family will
 - a pay Sarah something.
 - b pay for Sarah to go to New York but not to return.
 - c only give Sarah free food and a room.
- 5 Jim thinks Sarah should
 - a think hard before she takes the job.
 - b get experience of working with kids before taking the job.
 - c accept the job now and worry later.

4 SPEAKING What about you?

- 1 Do you think that looking after little children is a difficult job? Why/Why not?
- 2 Have you ever been to New York? Would you like to go? Why/Why not?

I don't think looking after little children is very difficult.

Why not?

Because you can play lots of games with them.

GRAMMAR GUIDE

Second conditional

1a Look at these sentences. Then choose the correct alternative in sentences a–c.

- 1 If I **took** the job, they **would pay** me.
- 2 If I **were** you I'd take the job.
- 3 I'd **take** the job if it **was** well-paid.

- a We use the second conditional for *possible and probable/improbable and imaginary* situations and their consequences.
- b We use the second conditional to talk about the *past/present or future*.
- c We can use the expression **If I were/was you, I'd ... to give advice/express obligation.**

1b Choose the correct alternative.

- 1 In the part of the sentence with *if* we use *the past simple/would(n't) + infinitive*.
- 2 In the other part of the sentence we use *the past simple/would(n't) + infinitive*.
- 3 We **can/can't** use **was** or **were** with **if I/he/she ...**

GRAMMAR REFERENCE ▶ page 94

2 Complete the sentences with the correct form of the words.

- 1 If Mark was taller, he (play) basketball professionally.
- 2 If he (have) a job, he'd get up early in the morning.
- 3 If she didn't work, she (not be) able to buy a car.
- 4 We would get bored if we (play) computer games all day.
- 5 He wouldn't work in a restaurant if he (not like) cooking.
- 6 If they (know) more languages, they'd find it easier to get a job.
- 7 Frank (not do) much work if the boss wasn't there all the time.
- 8 If they needed a professional chocolate tester, I (offer) to do it.

3a SPEAKING Look at these situations. Think of good advice to give somebody in these situations. Make notes.

- 1 I need money.
- 2 I want to work in the USA one day.
- 3 I want to help to protect the environment.
- 4 I'm always tired in the morning.
- 5 I've got a toothache.
- 6 I can't sleep at night.
- 7 I make a lot of spelling mistakes in exams.
- 8 I haven't got many friends.

3b Work with a partner. Take it in turns to ask for and give advice using **If I were you ...**

I need money.

If I were you, I'd look for a job.

4 Complete the text with the correct form of these verbs.

brush eat frighten meet talk want wear

There are some very unusual jobs. For example, imagine if your job was to try new products for a fast-food restaurant. It sounds good at first. But if you (a) hamburgers all the time you'd soon get fat. Some people have to try new types of toothpaste all day. At least if you (b) your teeth all day they'd be white! Then imagine being an actor in a *House of Horrors* at a theme park. If you (c) people too much, they'd probably turn round and hit you. On the other hand, if you worked as a Father Christmas, people (d) presents from you all the time. A friend of mine once dressed up as a giant cheese to sell cheese at a supermarket. If you (e) a stupid costume like that, people would laugh at you! I also know someone who worked in a safari park looking after parrots. I suppose you (f) to the parrots if you were lonely and bored. And, finally, a good job for sports fans – collecting tennis balls at international championships like Wimbledon. If you did that job, you (g) the best tennis players in the world!

5 Look at the situations and write sentences using the second conditional.

- 1 I don't work because I'm still at school.
If I wasn't still at school, I'd work.
- 2 He isn't a pilot because he can't see very well.
.....
- 3 They don't work in that restaurant because they're vegetarians.
.....
- 4 She doesn't repair computers because she doesn't know how to.
.....
- 5 I'm not a professional athlete because I'm not fast enough.
.....
- 6 I don't work as an interpreter because I only speak two languages.
.....
- 7 She can't take part in the concert because she doesn't sing very well.
.....
- 8 We want to leave this company because we aren't happy here.
.....

6a SPEAKING Look at the situations and think about what you would do in each one and why. Make notes.

- 1 You are in an exotic country staying with some friends. Your friends prepare a very special meal which is very expensive and only for people who are considered great friends – fried insects! What would you do?



- 2 You see a thin old woman stealing some bread from a supermarket. What would you do?
- 3 You and your family are going to buy a new house. It's perfect. But suddenly you discover that nobody wants the house because a murderer once lived there. What would you do?



- 4 You are walking past your local bank late at night and the door is open. What would you do?
- 5 You see two teenagers having a terrible argument. They start to fight. What would you do?
- 6 A man with a suit and tie says somebody has stolen all his money. He wants you to give him 20€. What would you do?
- 7 You open the door to your house and you find a burglar. What would you do?



- 8 You and a friend have just had a great meal in a restaurant. But you find out that you haven't brought any money. What would you do?

6b Work with a partner. Compare your ideas for each situation.

I would eat the insects.

Why?

Because I would want my friends to be happy. And maybe fried insects taste nice!

SUMMER JOB OFFERS

a Sherwood Theme Park

We are looking for ride operators for the summer. If you're sociable and reliable, we want you to join our team. Good conditions. Perfect for students. Phone 0151 897 6543 for information about how to apply.



b Grantham Gardens

We need assistant gardeners in the summer. Work outdoors in our beautiful park and gardens. A love of nature is essential! Phone 0181 754 6022 for more information about wages and conditions.

c AUSSIE AU PAIRS

Ever wanted to visit Australia? Work as an au pair in Australia this summer. Free flights, food and accommodation! Phone 0121 977 2001 for inquiries and application forms.

d Champions Camp

Like sports? Want to meet new people from different countries? Then come and work at our international sports camp this summer. Phone 0191 121 5533 for information about where to send your CV.



1 Look at the adverts for summer jobs. Match the underlined words in the adverts with their definitions.

- 1 questions to get specific information inquiries
- 2 money that you earn for your work, paid weekly or monthly
- 3 ask officially for apply
- 4 documents with a list of questions you answer to get a job
- 5 a document giving information about your education and jobs you've done
- 6 person who is in charge of an attraction at a theme park

2a SPEAKING If you were looking for a job, which one would you be interested in and why? Work with a partner and compare your answers.

2b Work with a partner. Choose a job and make a list of questions that you would want to ask to find out more information about the job.

Is the job full-time or part-time? What are the wages?

3 LISTENING 2.17 Listen to a teenager calling about one of the adverts. Which advert is she calling about? Does she ask any of your questions from 2?

► Speaking Bank

Useful expressions for making polite requests

- Can you tell me what the wages are?
- Could I ask for some information first?
- Could you tell me if the job is full-time or part-time?

4 2.18 All the expressions in the Speaking Bank are polite ways of requesting information. Listen to the dialogue again and put the requests in the order that you hear them.

5 SPEAKING Work with a partner. Take it in turns to use the table to make polite requests for information.

Could you tell me	if	the job starts?
Could I ask	what	I can apply?
Can you tell me	when	we have to do?
	how	you need experience?
	how much	the basic wages are?

Practice makes perfect

6a SPEAKING Work with a partner. Do this role-play using the polite requests from the Speaking Bank.

You are speaking to somebody about a summer job. Find out:

- the dates and wages
- if the job is full-time or part-time
- necessary personal qualities
- if experience is necessary or not.

6b Student A: Prepare questions to ask about the job at Grantham Gardens.

Student B: You have information about the job at Grantham Gardens on page 159. Invent any extra information you need.

Good afternoon. I'm calling about your job offer in the newspaper yesterday.

Yes. What would you like to know?

6c Now change roles.

Student B: Prepare questions to ask about the job at Champions Camp.

Student A: You have information about the job at Champions Camp on page 159. Invent any extra information you need.

► STUDY SKILLS

What should you do if you notice that you are making mistakes when you are speaking? **STUDY SKILLS ► page 147**

- 1 Read this letter of application and CV. Which summer job offer on page 92 do you think this person is replying to? Why?

Ms Sheila Simpson
63 Mason Street
Brighton
ES9 5FN

34 Norton Road
Stoke
SO3 6HT

10th February 2011

Dear Ms Simpson,

I am writing in response to your advertisement in *The Stoke Times*. I would like to apply for the job which you advertised in this newspaper on 10th February.

I enclose a CV with information about myself, including education and work experience. As you can see, I have experience of working with children and I also think that I am caring, patient and very hard-working.

I look forward to hearing from you.

Yours sincerely,

Diana Huxley

Diana Huxley

- 2 Read the letter and CV again. Where does Diana give the following information: in her letter, in her CV or in both?

- 1 where and when she saw the job offer *letter/CV/both*
- 2 her personal qualities *letter/CV/both*
- 3 her contact details *letter/CV/both*
- 4 her age *letter/CV/both*
- 5 her hobbies *letter/CV/both*
- 6 information about her experience *letter/CV/both*

- 3 Read the letter and CV again and find the information listed in 2.

- 1 Where and when she saw the job offer

The Stoke Times newspaper on 10th February

- 4 Write your own CV. Use 1 as a model.

- 5 Look again at the letter in 1 and complete the information in the Writing Bank.

► Writing Bank

Useful expressions and conventions in formal letters

- In formal letters, we write our address and the date in the top right corner.
- We write the address of the recipient a little lower on the
- We write **Mr** for men, **Mrs** for married women and for women when we do not make any distinction if they are married or not.
- We can use the phrase **I to hearing from you** at the end of formal letters.
- When we know the name of the person we are writing to in a formal letter, we end the letter **Yours**
- We do not usually use in formal letters. We use **I would like not I'd like**.

CURRICULUM VITAE

Diana Huxley

General information

Date of birth 2/8/1993
Nationality British
Permanent address 34 Norton Road, Stoke, SO3 6HT
Telephone (home) 01333 455 3212
Telephone (mobile) 632 12 34 56
Email dhuxley@surfnet.co.uk

Education and qualifications

Green Coat School, Stoke
A levels in Economics (Grade A), Sociology (Grade B) and English (Grade B)

Work experience

March 2008 – March 2010
Part-time teaching assistant at Sunnydale Kindergarten, Stoke
July – August 2007
Helper at Supersport Summer Camp, Brighton

Interests

Cookery, surfing
Good knowledge of computers – MS Office, PowerPoint, Excel, Word.

- 6 Work with a partner. Look at this job advertisement. What qualities, skills or experience would be useful for this job?

THE MERSEY MIRROR

1 March 2011

Job Opportunity!

Coffee 'n' Cake Snack Bar

We need a young person to serve at our fantastic snack bar. We're always busy but always friendly! Join our young and dynamic team! Send a letter and CV to Gary Daly, 37 Wavertree Road, Southport, L76 3FP

You need to be sociable. Experience in another bar or restaurant would be useful.

Practice makes perfect

- 7a Write a letter of application. Use the letter in 1, your ideas from 6, and the Writing Bank to help you.

Write a letter to apply for the job at the Coffee 'n' Cake Snack Bar and:

- state which job you are applying for
- say what experience you have
- describe your personal qualities
- end your letter.

- 7b Read letters by other students. Who would you give the job to? Why?

Language reference and revision

► Grammar reference

Have to, don't have to

Form

Affirmative	Police officers have to wear a uniform.
Negative	Teachers don't have to wear a uniform.
Question	Do police officers have to wear a uniform?
Short answers	Yes, they do ./No, they don't .

Use

We use **have to** to talk about things which are obligatory or necessary.

We use **don't have to** to talk about things which are not obligatory or necessary.

Must, mustn't

Form

Affirmative	Police officers must wear a uniform.
Negative	You mustn't smoke at school.

Use

We use **must** to talk about rules, regulations and obligations.

We use **mustn't** to talk about prohibitions.

Must is not very common in the question form.

We usually use **have to**.

Should, shouldn't

Form

Affirmative	You should work hard.
Negative	You shouldn't worry if you make a mistake.
Question	Should you wear formal clothes for an interview?
Short answers	Yes, you should ./No, you shouldn't .

Use

We use **should** and **shouldn't** to give and ask for advice and recommendations.

Second conditional

Form

If + **past simple**, ... **would/wouldn't + infinitive**

If I worked outdoors, I'd be really happy.

If we didn't study, we wouldn't pass our exams.

If I was the president, I would do more to protect the environment.

The past simple comes in the part of the sentence with **if**.

Would does not appear in this part of the sentence.

If I would see the director, I would give him your message.

The part of the sentence with **if** can go at the start of the sentence or at the end. There is no difference in meaning. However, if the part with **if** goes at the start of the sentence we must use a comma before the second half of the sentence.

If we had a crystal ball, we'd know the future.

We'd know the future if we had a crystal ball.

We can use **were** instead of **was** with **if**.

If I were/was the president, I would do more to protect the environment.

Use

We use the second conditional to talk about imaginary or improbable situations and their consequences.

The imaginary or improbable sentences are in the present or future, not in the past.

If I won an important competition (imaginary present situation), *I would be famous* (the consequence of this situation).

We use **If I were you, I'd...** to give advice and recommendations.

► Vocabulary

1 Jobs

builder computer programmer
fashion designer journalist
mechanic police officer
receptionist shop assistant

2 Personal qualities

ambitious calm caring
clever creative fit
hard-working reliable sociable
strong well-organised

3 Compound adjectives

badly-paid blue/brown/green-eyed
easy-going full-time good-looking
part-time right/left-handed well-paid

4 Other words and phrases ► pages 142–3

► Grammar revision

Must, mustn't, have to, don't have to

1 Choose the correct alternative. If two alternatives are correct, choose both.

- You **must/mustn't/don't have to** smoke at school.
- You **must/mustn't/have to** study a lot to be an architect.
- People who work in a bank **doesn't have to/don't have to/mustn't** wear a uniform.
- You **has to/have to/must** know how to use a computer to work in a bank.

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- Visitors to the museum **mustn't/must/don't have to** take photos. It is prohibited.
- A professional football player **mustn't/doesn't have to/don't have to** work in an office.
- You **must/don't have to/mustn't** drink and drive.

/7 points

Should, shouldn't, If I were you

2 Choose the correct alternative.

SAM: I want to work in the States. Can you give me some advice?

TANYA: You should (a) **look for/to look for** job adverts on the Internet.

SAM: (b) **I should/Should I** send my CV?

TANYA: Yes, if I were you I (c) **sent/would send** a letter and a CV by email. But you (d) **shouldn't** worry if it takes a long time for them to answer. They probably have hundreds of people writing in and sending CVs. If I were you, I (e) **would be/should be** patient.

/5 points

Second conditional

3 Write complete sentences in the second conditional.

- I/see a ghost → take a photo of it
If I saw a ghost, I'd take a photo of it.
- the headmaster/be angry → shout
.....
- my parents/win the lottery → give me a present
.....
- I/not have a pen → ask my friend for one
.....
- we/not have a TV → talk more
.....
- he/not be very good at football → not play in the first division
.....
- I/live in Italy → speak Italian
.....
- we/have wings → be able to fly
.....

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/8 points

► Vocabulary revision

Jobs

1 Write definitions of these jobs. Use these words to help you.

manual work
office outdoors
paperwork
team travel
work with the public



- a builder
- a journalist
- a mechanic
- a receptionist
- a fashion designer
- a nurse
- a shop assistant
- a computer programmer



Personal qualities

2 Complete the sentences in a logical way.

- Alex is very ambitious because
- He's very reliable. He
- She's very caring. Do you remember when she
- Irene is very fit because
- I think he's clever because
- When you're creative you

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/6 points

Compound adjectives

3 Complete the compound adjectives with the appropriate word.

- a job which gives you a lot of money: well-.....
- relaxed and calm: easy-.....
- with brown eyes: brown-.....
- when you write with your right hand: right-.....
- attractive: good-.....
- when you work all day in your job: full-.....

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/6 points

Total

/40 points