



## Spotlight 1

### Key language for writing about work and careers

1 Complete the career steps below using the verbs in the box.

accept	apply for	be	develop	gain	go for
have	move	show	take	take on	take on

- ..... an interview
- ..... early retirement
- ..... ambition
- ..... a healthy pay rise
- ..... a job offer
- ..... a more senior role
- ..... into management
- ..... more responsibility
- apply for* ..... a job
- ..... excellent leadership qualities
- ..... valuable experience
- ..... in the right place at the right time



2 Place the chunks of language from Exercise 1 in a likely sequence on a 'career ladder'.

1 i, ...

3 Compare your answers to Exercise 2 with a partner. Were any steps in a different order? Are there any other important steps to take in order to have a successful career?

4 Look at these aspects of a job. Rank the five most important aspects for you (1 = the most important, 5 = the least important). Underline three which would make the job difficult.

- |  |   |
|--|---|
| ● being part of a team                 | ● being stuck behind a desk all day         |
| ● earning good money                   | ● having the chance to work overtime        |
| ● having job security                  | ● having a boss who breathes down your neck |
| ● doing the same thing day in, day out | ● having an understanding boss              |
| ● working on your own                  | ● being your own boss                       |
| ● having the chance to gain promotion  |   |
| ● facing new challenges every day      |   |

Compare and explain your choices with a partner.

5 You work in the Human Resources department of Big Apple Promotions, a large business in the centre of New York. You know that many members of staff at a rival firm, Rotten Apple Promotions, are unhappy about some of the working conditions there. Write a 75-word advertisement targeting staff at Rotten Apple saying why things will be different at Big Apple. Compare your ad with that of a partner. Which job sounds the most attractive?

Example: *would you like to be part of a successful team? Here at Big Apple, you will face new challenges every day. Are you tired of your boss breathing down your neck? Well, what are you waiting for?*



## Spotlight 2

### Avoiding generalizations: using *tend (not) to*

In Unit 1, you studied how to avoid generalizations in your writing.

*It is more difficult to find a job when you are in a foreign country. → It **can be** more difficult to find a job when you are in a foreign country.*

Another way to do this is to use *tend (not) to* + infinitive (*have, do, go, etc.*).

*It **tends to be** more difficult to find a job when you are in a foreign country.* (often but not always)

Look at another example from the interview with Mike Trent on page 45.

*As IT is a global business, there also **tend to be** cultural and linguistic issues as well.* (There are often problems, but not always.)

#### 1 Match the ideas in the two parts of these sentences. (Note that the main verbs are missing.)

- |                                      |  |
|--------------------------------------|--|
| 1 Children nowadays ...              | a ... more accidents.                              |
| 2 People who cycle to work ...       | b ... as productive as those who are office-based. |
| 3 People who work from home ...      | c ... suffer from higher levels of stress.         |
| 4 Frequent Internet users ...        | d ... famous for no particular talent or ability.  |
| 5 Newly qualified drivers ...        | e ... a shorter attention span.                    |
| 6 Many celebrities these days ...    | f ... more energy when they arrive at work.        |
| 7 Those who live in large cities ... | g ... less exercise than in the past.              |

#### 2 Write the sentences from Exercise 1 out in full using *tend (not) to* and a verb. Add a second sentence to give a reason.

Example: 1 Children nowadays *tend to do less exercise than in the past.*  
*This is because they spend hours on end using computers and games consoles.*

#### 3 Write sentences using *tend (not) to* to say what you think about some of these topics.

- older people    ● children who grow up in large families    ● celebrities
- politicians    ● men    ● women    ● disorganized people    ● trains
- people who have travelled a lot    ● large cities    ● professional footballers

Example: *In my opinion, older people tend to have more experience and are able to give good advice about lots of situations in life.*

#### 4 Look at a partner's sentences from Exercise 3. Choose two of their examples you like and write them down.

##### Impersonal *you* in academic writing

- *One of the major plus points of working remotely is the fact that **you** do not have to commute.*
- *This is not the case when **you** work in an office at home.*
- *Clearly, these distractions will dramatically reduce how much work **you** produce.*

In these examples, *you* means 'people in general'.

#### 5 Finish these sentences with an example of impersonal *you*.

- 1 One of the best parts of living abroad is that ...
- 2 Owning a car means that ...
- 3 One negative side of living in the countryside is that ...
- 4 If you have noisy neighbours, ...
- 5 If there is too much pressure in your job, ...
- 6 Another positive of running your own business is that ...



## Model essay: Advantages and disadvantages

You should spend about 40 minutes on this task.

Write about the following topic:

**Discuss the advantages and disadvantages of working from home.**

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.

- 1** Before you read the model essay below, discuss if you think these chunks are connected with the advantages or disadvantages of working from home.

1 greater freedom    2 attend meetings    3 extremely tempting  
4 rush-hour traffic    5 feel cut-off    6 make a personal phone call

- 2** Read the essay to check if your answers to Exercise 1 were the same as the writer's opinion.

Over the last two or three decades, the way that business is done has changed dramatically due to major advances in technology. As a result, a growing number of people are now choosing to work from the comfort of their own home. However, is this development positive, or are there more drawbacks than advantages? In this essay, I will explore the pros and cons of working from home and try to draw some conclusions.

I will start by looking at the advantages. One of the major plus points of working remotely is the fact that you do not have to commute to work. Millions of people worldwide have to deal with rush-hour traffic to make their way to the office. Obviously, this is not necessary if you turn your home into your place of work.

Secondly, working at home gives you much more freedom to manage your working day. For example, if you work in an office, you are often asked to attend meetings, and your timetable is decided for you. This is

not the case when you work in an office at home.

On the other hand, it can be very easy to get distracted if you are in your home environment. For instance, it is extremely tempting to turn on the television, go and relax in the garden or make a personal phone call. Clearly, these distractions will dramatically reduce how much work you produce. Another major disadvantage of working from home is that people have much less contact with their colleagues. This can make them feel cut-off, despite the extra freedom they have working from home. What's more, daily contact with people at work is often how good friendships are made.

To conclude, there are both positives and negatives to this way of working. In spite of the fact that it removes travel issues and gives us greater freedom, many people find it difficult because of distractions at home and feeling isolated. Personally, I believe it is important to keep work and home life separate to find the right work-life balance.

(345 words)

**Tip**

It is important to continue using texts to build your bank of collocations and chunks of language.

- 3** Find and circle the five key words below in the essay introduction. Look to the left and the right of these words and record the complete pieces of language you find.

1 technology    2 number    3 comfort    4 pros    5 conclusions

- 4** Scan the rest of the essay for more useful chunks and collocations. Record and learn them for future essays.

## Structure and linking

### *in spite of / despite*

A useful way to link ideas in your writing is by using *in spite of* and *despite*.

After *in spite of* or *despite*, we use:

- a a noun (e.g. *the weather*)
- b a pronoun (e.g. *this/ that/ these/ his*)
- c (not) verb + *-ing* (e.g. *having, being*)

#### 1 Match these examples (1–3) to the rules in the box above (a–c).

- 1 Working from home is becoming increasingly popular, despite having several major disadvantages.
- 2 In spite of these problems, many people still choose to work at home.
- 3 Despite the distractions, many people still choose to work at home.

#### 2 Underline the grammar pattern in each of the three examples in Exercise 1.

#### 3 Rewrite the ideas in these sentences using *despite* or *in spite of* as indicated in brackets.

- 1 Millions of people work in the comfort of their own home. However, they are not very productive. (*despite*)  
*Despite not being very productive, millions of people work in the comfort of their own home.*
- 2 Although rush-hour traffic around London is awful, hundreds of thousands of workers commute on a daily basis. (*in spite of*)
- 3 There are many clear advantages to using email for business communication. However, it often leads to breakdowns in communication. (*despite*)
- 4 Although using email can cause breakdowns in communication, it is still used widely in business. (*in spite of*)

#### 4 Focus on the use of *although* and *however* in Exercise 3. How is it different from the use of *despite / in spite of*?

#### 5 Rewrite the sentences in Exercise 1 using *although* and *however*.

#### 6 Connect these ideas with *despite* or *in spite of*.

- 1 still buy a newspaper / advances in wireless Internet connection
- 2 is good for your health / people never ride a bicycle to work
- 3 millions of students study abroad / language barrier
- 4 extremely difficult at times / excitement / starting own business
- 5 advantages of owning a pet / cause problems

You can also use *despite the fact that / in spite of the fact that* + subject + verb (clause).

*Despite the fact that working from home has several disadvantages, it is becoming increasingly popular.*

*In spite of the fact that technology is improving, working away from the office still has its problems.*

#### 7 Highlight the subject + verb in the examples in the box above.

#### 8 Choose three sentences from earlier exercises in this section and rewrite them using *despite the fact that* or *in spite of the fact that*.

#### 9 Scan the model essay in this and other units of the book to find examples of *despite / in spite of*.



## Language workout

### Word formation

#### 1 Complete each sentence using the correct form of the word in brackets.

- 1 Scientists are trying to ..... new types of genetically modified foods.  
(*development*)
- 2 In the last 15 years, there has been a huge ..... in the number of low-budget flights.  
(*grow*)
- 3 Food, water and access to medical care are three basic ..... which many people in developing countries are deprived of.  
(*necessary*)
- 4 If every individual ..... the amount of waste that they produced, then this would have a positive effect on our environment.  
(*reduction*)
- 5 Furthermore, if we let our children watch too much television at home, they may become less ..... when they are with their peers at school.  
(*social*)
- 6 For many, it can be ..... to switch jobs if there is the chance to earn more money.  
(*temptation*)

#### 2 Rewrite the sentences in Exercise 1 using the form of the word given in brackets and a similar idea.

Example: 1 Scientists have made some developments in terms of new types of genetically modified foods.

### Useful prefixes

#### Tip

Another way to increase the range of your vocabulary is to use prefixes. Prefixes are added at the beginning of words to create new meanings.

#### 3 Match the prefixes (1–5) to their meanings (a–e).

- |          |                 |
|----------|-----------------|
| 1 over-  | a not enough    |
| 2 under- | b partly        |
| 3 multi- | c not/against   |
| 4 semi-  | d too many/much |
| 5 anti-  | e many          |

Note that some prefixes in Exercise 4 connect to the following words with a short line called a hyphen (e.g. *semi-skilled*) and others do not. The rules about hyphens in English are complicated. Don't panic if you are not sure whether to use a hyphen or not – many native speakers do not always know. Check in a good dictionary or just write the words without one.

#### 4 Look at some useful phrases with the prefixes from Exercise 3. How do they all relate to work?

- be overworked    ● be undervalued    ● be semi-skilled
- to underachieve    ● be underpaid    ● a multinational company
- to multitask    ● be understaffed    ● be semi-professional
- be semi-retired    ● work antisocial hours    ● be overpaid    ● be multitalented

#### 5 Using a good dictionary, find some more examples of words with these prefixes and make a note of them.

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## Exam skills 2: Using the passive

### Tip

It is important to show a range of grammar in the exam. Accurate use of both active and passive structures will help you to achieve this.

### 1 In each of these pairs of sentences, underline the subject and circle the verb.

- 1 a Office workers around the world send millions of emails every day. (active)  
b Millions of emails are sent every day by office workers. (passive)
- 2 a The economic crisis affected thousands of businesses last year.  
b Thousands of businesses were affected by the economic crisis last year.
- 3 a The economic crisis has affected thousands of businesses.  
b Thousands of businesses have been affected by the economic crisis.

### 2 What happens to the subject in each pair of sentences? What happens to the verb? Complete this rule.

The passive is formed with 'subject + ..... + *to be* + *Vii* .....

### 3 Complete the second sentence in each pair with the passive form.

- 1 a The government is doing a lot more now to solve this problem.  
b A lot more ..... *are being done* ..... now by the government to solve this problem.
- 2 a Personally, I think people can do more to protect the environment.  
b Personally, I think more ..... *things can be done* ..... to protect the environment.

### 4 Complete these sentences from students' essays using either active or passive forms of the verbs in the box in an appropriate tense.

~~bring up~~    bring up    build    ~~commute~~    do  
eat    install    share    teach

- 1 All over the world, people ..... *commute* ..... to work by car, train or underground.
- 2 For example, some children ..... *are brought up* ..... by their grandparents because they do not have parents.
- 3 I believe that, in general, too much fast food ..... *are eaten* ..... these days and that the government should ..... *bring up* ..... more to promote healthy eating.
- 4 In recent years, a lot more houses ..... *has been installed* ..... to provide cheaper accommodation for young families.
- 5 Another advantage of the Internet is that information can ..... *be shared* ..... very quickly.
- 6 Personally, I ..... *has been taught* ..... by my parents to respect the environment and help to protect it.
- 7 In contrast, in other schools, boys and girls ..... *are brought up* ..... separately.
- 8 In recent years, more CCTV cameras ..... *has been done* ..... in our cities to help prevent crime.

### Fixed passive chunks for writing about common opinions and beliefs

You can also use some fixed passive expressions to add style to your writing. This can be especially useful in the topic sentences of your essay.

in mid-position	in first position
Firstly, cycling <i>is believed/thought/considered to be</i> one of the best ways to keep fit.	<i>It is often thought/argued/said that</i> single-sex schools help ...

Learning a foreign language is typically considered as an efficient approach to another culture.

### 5 Write sentences about the topics below. Compare ideas with a partner.

Example: *Joining a club is thought to be a good way to make new friends.*

- joining a club    ● learning a foreign language    ● GM foods
- voluntary work    ● travelling by plane    ● the best way to keep fit

*GM foods is often characterized by some fast food like fried chicken or French fries.*