

Exercises

- 24.1** Read about Andy. Then tick (✓) the sentences which are true. In each group of sentences at least one is true.

Andy goes to work every day. He leaves home at 8 o'clock and arrives at work at about 8.45. He starts work immediately and continues until 12.30 when he has lunch (which takes about half an hour). He starts work again at 1.15 and goes home at exactly 4.30. Every day he follows the same routine and tomorrow will be no exception.

1



At 7.45

- a he'll be leaving the house
- b he'll have left the house
- c he'll be at home ✓
- d he'll be having breakfast ✓

4



At 12.45

- a he'll have lunch
- b he'll be having lunch
- c he'll have finished his lunch
- d he'll have started his lunch

2



At 8.15

- a he'll be leaving the house
- b he'll have left the house
- c he'll have arrived at work
- d he'll be arriving at work

5



At 4 o'clock

- a he'll have finished work
- b he'll finish work
- c he'll be working
- d he won't have finished work

3



At 9.15

- a he'll be working
- b he'll start work
- c he'll have started work
- d he'll be arriving at work

6



At 4.45

- a he'll leave work
- b he'll be leaving work
- c he'll have left work
- d he'll have arrived home

- 24.2** Put the verb into the correct form, **will be (do)ing** or **will have (done)**.

- 1 Don't phone between 7 and 8. We'll be having dinner then. (we / have)
- 2 Phone me after 8 o'clock. _____ dinner by then. (we / finish)
- 3 Tomorrow afternoon we're going to play tennis from 3 o'clock until 4.30. So at 4 o'clock, _____ tennis. (we / play)
- 4 A: Can we meet tomorrow?
B: Yes, but not in the afternoon. _____ . (I / work)
- 5 B has to go to a meeting which begins at 10 o'clock. It will last about an hour.
A: Will you be free at 11.30?
B: Yes, _____ by then. (the meeting / end)
- 6 Ben is on holiday and he is spending his money very quickly. If he continues like this, _____ all his money before the end of his holiday. (he / spend)
- 7 Do you think _____ the same job in ten years' time?
(you / still / do)
- 8 Lisa is from New Zealand. She is travelling around Europe at the moment. So far she has travelled about 1,000 miles. By the end of the trip, _____ more than 3,000 miles. (she / travel)
- 9 If you need to contact me, _____ at the Lion Hotel until Friday.
(I / stay)
- 10 A: _____ Laura tomorrow? (you / see)
B: Yes, probably. Why?
A: I borrowed this DVD from her. Can you give it back to her?

25.2 Make one sentence from two.

- 1 It will stop raining soon. Then we'll go out.
We'll go out _____ when it stops raining.
- 2 I'll find somewhere to live. Then I'll give you my address.
I _____ when _____
- 3 I'll do the shopping. Then I'll come straight back home.
_____ after _____
- 4 It's going to get dark. Let's go home before that.
_____ before _____
- 5 She must apologise to me first. I won't speak to her until then.
_____ until _____

25.3 Read the situations and complete the sentences.

- 1 A friend of yours is going on holiday. You want to know what she is going to do.
You ask: What are you going to do when you are on holiday ?
- 2 A friend is visiting you. She has to go soon, but you'd like to show her some pictures.
You ask: Do you have time to look at some pictures before _____ ?
- 3 You want to sell your car. Mark is interested in buying it, but he hasn't decided yet.
You ask: Can you let me know as soon as _____ ?
- 4 Your friends are going to Hong Kong soon. You want to know where they're going to stay.
You ask: Where are you going to stay when _____ ?
- 5 The traffic is very bad in your town, but they are going to build a new road.
You say: I think things will be better when they _____ .

Work

VOCABULARY BANK

1 VERB PHRASES

a Complete the verb phrases with a word or phrase from the list.

applied for /ə'plaid fɔː/ do (x2) /dʊ/ was made /wəz 'meɪd/ got promoted /ɡɒt prə'məʊtɪd/
resign /rɪ'zaɪn/ retire /rɪ'taɪə/ was sacked /wəz sækɪd/ set up /set ʌp/ work /wɜːk/



- | | |
|--|---|
| 1 Dan has to <u>do</u> a lot of overtime. | He has to work extra hours. |
| 2 Matt _____ last week. | He was given a more important job. |
| 3 Most nurses have to _____ shifts. | Sometimes they work during the day and sometimes at night. |
| 4 A man in our department _____ yesterday. | The boss told him to leave. (also be fired) |
| 5 Colin _____ redundant. | He lost his job because the company didn't need him any more. |
| 6 The minister is going to _____. | He has decided to leave his job. (AmE quit) |
| 7 Lilian is going to _____ next month. | She's 65, and she's going to stop working. |
| 8 Angela has _____ a business to sell clothes online. | She had the idea and has started doing it. |
| 9 Everyone in the office has to _____ a training course. | They need to learn how to use the new software. |
| 10 She _____ a job. | She replied to an advert and sent in her CV. |

b 4 42))) Listen and check. Cover the first sentence and look at the second. Can you remember the verb?

2 SAYING WHAT YOU DO

a Match the adjectives and definitions.

part-time /pɑ:t 'taɪm/ self-employed /self ɪm'plɔɪd/
temporary /'tempərəri/ unemployed /ʌnɪm'plɔɪd/
well qualified /wel 'kwɒlɪfaɪd/



for people

- 1 I'm _____. without a job
- 2 He's _____. working for himself
- 3 She's _____. with, e.g. a university degree or with a lot of experience

for a job or work

- 4 It's a _____ job. (opposite *permanent*) with only a short contract, e.g. for six months
- 5 It's a _____ job. (opposite *full-time*) only working a few hours a day

b Complete the sentences with the correct prepositions.

- 1 I **work** in (for) a multinational company.
- 2 I'm _____ **charge** _____ the Marketing Department.
- 3 I'm **responsible** _____ customer loans.
- 4 I'm _____ school (university).
- 5 I'm _____ my third year.

c 443 Listen and check a and b.

3 WORD BUILDING

a Make nouns from the following verbs by adding *-ment*, *-ion*, or *-ation*, and making any other necessary changes.

1 promote	<i>promotion</i>	4 employ	
2 apply		5 qualify	
3 retire		6 resign	

b Make nouns for the people who do the jobs by adding *-er*, *-or*, *-ian*, or *-ist*, and making any other necessary changes.

1 science		4 pharmacy	
2 law		5 farm	
3 music		6 translate	

c 444 Listen and check a and b. Underline the stressed syllable in the new words.

d Cover the nouns and look at 1–6 in a and b. Say the nouns. Think of two more jobs for each ending.



job or work?

I'm looking for **work**. I'm looking for a **job**.

Work is an uncountable noun and has no plural.

NOT I'm looking for a ~~work~~.

Job is a countable noun.

There are several jobs available in this company.

8B What's the right job for you?

I enjoy working with numbers.

1 VOCABULARY work



2 PRONUNCIATION & SPEAKING

word stress

- a Underline the stressed syllable in each word. Use the phonetics to help you.

- 1 a|pply /ə'plai/
- 2 sa|lary /'sæləri/
- 3 re|du|dant /rɪ'dʌdənt/
- 4 ex|pe|rience /ɪk'spiəriəns/
- 5 ɒ|ver|time /'əʊvətɪm/
- 6 per|ma|nent /'pɜːmənant/
- 7 qua|li|fi|ca|tions /kwɒlɪfɪ'keɪʃnz/
- 8 re|sign /rɪ'zaɪn/
- 9 re|tire /rɪ'taɪə/
- 10 tem|po|ra|ry /'tempərəri/

- b 445 Listen and check. Practise saying the words.

- c Do you know anybody who...

- is applying for a job? What kind of job?
- is doing a temporary job? What?
- has a part-time job? What hours does he / she work?
- is self-employed? What does he / she do?
- has been promoted recently? What to?
- was sacked from his / her job, or was made redundant? Why?
- has just retired? How old is he / she?

- d Think of someone you know who has a job. Prepare your answers to the questions below.

- a Look at the picture story. Match sentences A-I with pictures 1-9.

- A ☐ She decided to **set up** an online business selling birthday cakes.
- B ☐ Her business is **doing very well**. Clare is a success!
- C ☐ She was **unemployed**, and had to **look for a job**.
- D ☐ They had an argument, and Clare **was sacked**.
- E ☒ Clare **worked for** a marketing company.
- F ☐ She **applied** for a lot of jobs, and **sent in** CVs.
- G ☐ She had a **good salary**, but she didn't like **her boss**.
- H ☐ She had some interviews, but didn't **get the jobs**.
- I ☐ She had to work very hard and **do overtime**.

- b 441 Listen and check. Then cover the sentences and look at the pictures. Tell the story from memory.

- c ➤ p.164 Vocabulary Bank Work.

- What / do?
- Where / work (in an office, at home, etc.)?
- What qualifications / have?
- What hours / work?
- / have to do overtime?
- / get a good salary?
- / like the job? Why (not)?
- Would you like to do his / her job? Why (not)?

- e Work in pairs. A interview B about their person. Ask more questions if you can. Then swap.

I'm going to tell you about my cousin. Her name's Corinne.

What does she do?

She's a journalist. She works for a local newspaper...



3 GRAMMAR gerunds and infinitives

- a Complete *The right job for you* questionnaire by putting the verbs in the correct form, the gerund (e.g. *working*) or *to* + infinitive (e.g. *to work*).
- b Read the questionnaire and tick (✓) only the sentences that you strongly agree with. Discuss your answers with another student.
- c Now see in which group(s) you have most ticks, and go to ► **Communication** *The right job for you* p.107. Do you agree with the results?
- d Look at the sentences in the questionnaire. Complete the rules with **the gerund** or ***to* + infinitive**.

- 1 After some verbs,
e.g. *enjoy*, *don't mind* use... _____
- 2 After some verbs,
e.g. *would like* use... _____
- 3 After adjectives use... _____
- 4 After prepositions use... _____
- 5 As the subject of a phrase or sentence use... _____

- e ► p.147 **Grammar Bank 8B**. Learn more about gerunds and infinitives, and practise them.

- f Choose five of the circles below and write something in them.

somebody you find very **easy to talk to**

something you are **planning to do** in the summer

something you **enjoy doing** on Sunday mornings

a country you'd like to **visit** in the future

a job you **hate doing** in the house

a sport, activity, or hobby you **love doing**, but never have time for

somebody you **wouldn't like to go** on holiday with

something you're **afraid of doing**

a job you'd **love to do**

- g Work in groups. Tell the others about what you put in your circles, and answer their questions.

I'm going to tell you about someone I find really easy to talk to. It's my uncle...



The right job for you – MATCH YOUR PERSONALITY TO THE JOB

- 1 I'd like to work as part of a team. work
- 2 I enjoy _____ people with their problems. help
- 3 I don't mind _____ a very large salary. not earn
- 4 I'm good at _____ to people. listen

- 5 I'm good at _____ quick decisions. make

- 6 _____ risks doesn't worry me. take
- 7 I'm happy _____ by myself. work
- 8 I'm not afraid of _____ large amounts of money. manage

- 9 I'm good at _____ myself. express
- 10 I always try _____ my instincts. follow
- 11 It's important for me _____ creative. be
- 12 I enjoy _____. improvise

- 13 _____ complex calculations is not difficult for me. do
- 14 I enjoy _____ logical problems. solve
- 15 I find it easy _____ theoretical principles. understand
- 16 I am able _____ space and distance. calculate



gerunds and infinitives

gerund (verb + -ing)

- 1 I'm not very **good at remembering** names.
Katie's **given up smoking**.
- 2 **Driving** at night is quite tiring.
Shopping is my favourite thing to do at weekends.
- 3 I **hate not being** on time for things.
I **don't mind getting up** early.

4 46)))

- We use the gerund (verb + -ing)
 - 1 after prepositions and phrasal verbs.
 - 2 as the subject of a sentence.
 - 3 after some verbs, e.g. *hate, spend, don't mind*.
- Common verbs which take the gerund include: **admit, avoid, deny, dislike, enjoy, feel like, finish, hate, keep, like, love, mind, miss, practise, prefer, recommend, spend time, stop, suggest**, and phrasal verbs, e.g. **give up, go on**, etc.
- The negative gerund = *not* + verb + -ing

the infinitive with to

- 1 My flat is very **easy to find**.
- 2 Liam is saving money **to buy** a new car.
- 3 My sister has never **learned to drive**. **Try not to make** a noise.

4 47)))

- We use the infinitive + to
 - 1 after adjectives.
 - 2 to express a reason or purpose.
 - 3 after some verbs, e.g. *want, need, learn*.
- Common verbs which take the infinitive include: (**can't**) **afford, agree, decide, expect, forget, help, hope, learn, need, offer, plan, pretend, promise, refuse, remember, seem, try, want, would like**.
- The negative infinitive = *not to* + verb.

- More verbs take the infinitive than the gerund.
- These common verbs can take either the infinitive or gerund with no difference in meaning: **start, begin, continue**, e.g. *It started to rain. It started raining.*



Verb + person + infinitive with to

We also use the infinitive with *to* after some verbs, e.g. *ask, tell, want, would like* + person.
Can you ask the manager to come?
She told him not to worry.
I want you to do this now.
We'd really like you to come.

the infinitive without to

- 1 I **can't drive**.
We **must hurry**.
- 2 She always **makes** me **laugh**.
My parents didn't **let** me **go** out last night.

4 48)))

- We use the infinitive without to
 - 1 after most modal and auxiliary verbs.
 - 2 after *make* and *let*.



Verbs that can take a gerund or an infinitive, but the meaning is different

Try to be on time. (= make an effort to be on time)

Try doing yoga. (= do it to see if you like it)

Remember to phone him. (= don't forget to do it)

I remember meeting him years ago. (= I have a memory of it)

a Circle the correct form.

- I'm in charge of recruiting / *to recruit* new staff.
- 1 It's important for me spending / *to spend* time with my family.
 - 2 Applying / *Apply* for a job can be complicated.
 - 3 The manager asked me not saying / *not to say* anything about the redundancies.
 - 4 My boss wants me start / *to start* work earlier.
 - 5 Be careful not asking / *not to ask* her about her boyfriend – they've split up.
 - 6 We carried on working / *to work* until we finished.
 - 7 Dave is very good at solving / *to solve* logic problems.
 - 8 The best thing about weekends is not going / *not to go* to work.
 - 9 Layla gave up modelling / *to model* when she had a baby.
 - 10 I went on a training course to learning / *to learn* about the new software.

b Complete with a verb from the list in the correct form.

not buy commute do leave lock
not make retire ~~set up~~ wear not worry

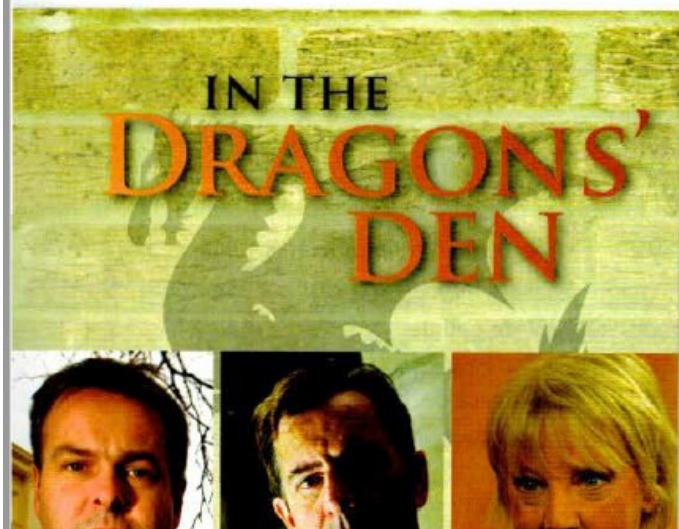
I'd like to set up my own company.

- 1 My parents are planning _____ before they are 65.
- 2 Rob spends three hours _____ to work and back every day.
- 3 Mark's wife told him _____ about the problems he had at work.
- 4 Did you remember _____ the door?
- 5 In the end I decided _____ the shoes because they were very expensive.
- 6 The manager lets us _____ early on Fridays.
- 7 All employees must _____ a jacket and tie at work.
- 8 Please try _____ any more mistakes in the report.
- 9 I don't mind _____ overtime during the week.

4 READING

- a Read the first paragraph of an article about the TV programme *Dragons' Den*. Answer the questions.

- 1 Who are the 'Dragons'?
- 2 What is their 'Den'?
- 3 How does the programme work?
- 4 Is there a similar TV programme in your country? How does it work?



Peter Jones and Duncan Bannatyne have been Dragons on the show since it started. Deborah Meaden joined in 2006.

Dragons' Den is a UK TV series, with similar versions in many different countries. In the UK programme, contestants have three minutes to present their business ideas to five very successful business people. These people are nicknamed the 'Dragons', and the intimidating room where they meet the contestants is the 'Den' (the dragons' home). The Dragons, who are often multi-millionaires, are prepared to invest money in any business that they believe might be a success. In return, they take a share in the profits. The contestants are usually young entrepreneurs, product designers, or people with a new idea for a service. After the contestants have made their presentations, the Dragons ask them questions about the product and its possible market, and then say if they are prepared to invest or not. If they are not convinced by the presentation, they say the dreaded words 'I'm out'.

- b Look at the photos and read about three products that were presented on the show, a sauce (A), coffee tables (B), and suitcases for children (C). Which product...?

- 1 has been very successful although the Dragons didn't invest in it
- 2 was presented by a musician
- 3 became successful very quickly
- 4 has two different functions
- 5 combines history with practicality
- 6 is sold outside the UK

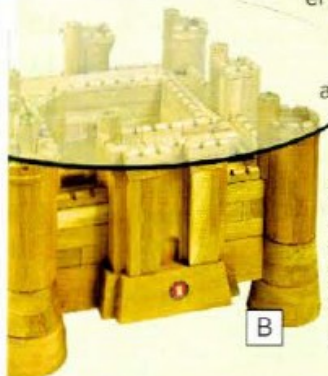
So far, the Dragons have agreed to invest in 110 businesses.

They were very pleased with their investment in Levi Roots, the Rastafarian singer who had the idea for Reggae Reggae Sauce. He came into the Den with a guitar, a couple of bottles of sauce he had made in his kitchen – and nothing else. But the Dragons sensed an opportunity in the charismatic Levi, and two of them agreed to invest in his product. Two months later the sauce was on the shelves of one of Britain's biggest supermarket chains, and Levi is now running an impressive and profitable company.



Paul Simpson wanted the Dragons to invest in his handmade coffee tables. They have a wooden base, which look like 14th-century castles, and a glass top. Nobody was enthusiastic, and the Dragons rejected his idea.

But Paul hasn't given up. Now he is making a new table, this time a replica of Windsor Castle, which he thinks might be popular with tourists. And that is what makes a real entrepreneur – they never give up. If the Dragons invest in them, there is a good chance they will be successful. But if they leave the Den empty-handed, the determination to make it on their own is as great as ever.



And of course the Dragons don't always get it right. Inventor Rob Law's product, a suitcase for children which they can also ride on, was rejected as 'worthless'. One Dragon thought it was not strong enough, and another Dragon, who runs a holiday company, said she didn't think there was a market for the product. A third Dragon simply said 'I meet people like you all the time. You think you have something, but you don't'. However, today Trunki cases are best-sellers, and are sold in 22 different countries.



- c Which (if any) of the three products would you be interested / definitely not interested in buying? Why?
- d Look at the **highlighted** words and phrases which are all related to business. Try to work out their meaning from the context.



Words with different meanings

Sometimes the same word can have two completely different meanings, e.g. *I **work** in a shop.* (= it's my job) and *My **laptop** **doesn't** **work**.* (= it's broken).

- e With a partner, say what the difference in meaning is between the pairs of sentences.
- 1 He's **running** a business. *and*
He's **running** a marathon.
 - 2 Marion **was fired** last week. *and*
When the man **fired** the gun, everyone screamed.
 - 3 There's a **market** for this product. *and*
There's a **market** where you can buy vegetables.
 - 4 He's set up a **company**. *and*
He's very good **company**.

5 LISTENING

- a (4:49) Look at the photos of two more products which were presented on *Dragons' Den*. Now listen and find out exactly what makes them special.



- b Listen again. Do you think the Dragons invested in...? Why?
- a both of them
 - b neither of them
 - c one of them (which?)
- c (4:50) Now listen to what happened. Were you right? What influenced the Dragons' choice?
- d Do you think either of these products would be successful in your country? Why (not)?

6 SPEAKING

- a Work with a partner. Imagine you are going to appear on the programme. You can choose one of the products below, or you can invent your own.

a watch a sandwich an app a chair
a dessert a pen a lamp a drink a gadget

Think about the following aspects of your product.



- What is the product?
- What is its name?
- Who is it for?
- How much will it cost?
- Why is it different from other similar products?
- Do you have an advertising slogan for it?

- b Present your product to the class together. Spend a few minutes preparing your presentation. Take turns to give the information, and use language from the box to help you.



Presenting a product

Good morning. We're going to tell you about our new product.

It's a... and it's called...

We think it will be very popular with...

It is completely different from / better than anything else on the market because...

- c You also have money to invest in one of the products your classmates present, so listen to their presentations and decide which one to vote for.

7 WRITING

► p.120 Writing A covering email with your CV. Write an accompanying email to send with your CV to apply for a job.