1. **VOCABULARY**

* Differences between *job, work, or career*?

1. The word is uncountable (work)
2. A paid position of regular employment (job)
3. Full history of paid work (career)
4. It can be a verb (work)
5. An occupation to which you have a long-term commitment (career)
6. Referring to activities done for a goal (work)

* Use *the above words* as appropriate, in the sentences below

1. Learn to ………. harder on your yourself than you do on your …………
2. You probably expect to change ………..more than three times in your ………….
3. Is …….. an economic or social necessity?
4. Being an online tutor is …….. security for life.
5. Many hands make ……… lighter.
6. I won’t stay stuck in a …………..that does not fit me.
7. It’s not ………….that kills, but worry

# USE of ENGLISH

A-Vocabulary: Employing the right people

1 Complete the text with the missing words. The beginning of each word is given.

The recruitment process usually begins when the employer advertises a (1) v\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or a new post – sometimes both inside and outside the company. Once they have received all the (2) a\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, they study and discuss them in order to select those which meet their r…………….(3). Next, they will assemble an interview (4) p\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and call the few candidates they have (5) sh\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to an interview. The employer will also need to check (6) r\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ either before or after the interviewing stage. Finally, the employer will make a job (7) o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the successful candidate, who then starts work, sometimes after a (8) p\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ period of three or six months. In many companies, the new recruit will attend induction sessions or be given a mentor who is responsible for (9) t\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ new staff. After that, the recruit can be offered a (10) p\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ post.

B- Choose the correct words from the box to complete the definitions.

|  |
| --- |
| adaptable / ambitious / authoritative / enthusiastic / methodical / reliable |

10 An \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ person behaves or speaks in a confident way that makes people respect and obey them.

11 If you are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you do things carefully, using an ordered system.

12 An \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ person is able to change in order to be successful in new and different situations.

13 If you are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you feel or show a lot of interest and excitement about things.

14 A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ person can be trusted or depended on.

15 If you are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you are determined to be very successful in your career.

|  |
| --- |
| a-decisions |
| b priority |
| c- responsibilities |
| d- staff |
| e- instructions |
| f- decision making |

**C-Match up the verbs and nouns below to make common combinations.**

|  |
| --- |
| 1-delegate |
| 2-give |
| 3-make |
| 4-motivate |
| 5-take |

**Answer here:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

**Choose the right word or phrase (a- d) to Complete this phone conversation**

1-Mrs Perez is writing to………………..the arrangement she made with you

a-conform b-confer c- confine d- confirm

2-……………………..I’ll see if Mr Watson is available

a-hold on b- keep on c- go on d-stay

**3-** I’ll put you…………… to the Sales Department

**a-** off  **b-** in **c-** over  **d-** through

4- Oh dear I think I’ve…………. the wrong number

1. put b- done c- through d- dialled

5- I’m……….. Miss Johnson is in a meeting

a-worried b- afraid c- concerned d- frightened

6- No this is the Finance department. I‘ll check the………………. Number

a-extension b- external c-exterior d-extraction

7- There are no public phones in here but there is phone………… in Market Street

a-room b- operator c- booth d- switchboard

G- Put the sentences into a logical order to make a voicemail message. The first one has been done for you

**a)** Hi, Joe, this is Sam.

**b)** I’d like to add two things to the order.

**c)** We also need one case of A4 note pads, your part number 89-0093.

**d)** I’m ringing about my order, number 2179.

**e)** We need 200 conference badges, your part number 79-0098.

**f)** Speak to you soon!

**g)** Give me a call if there’s a problem or you don’t have those things.

**h)** If I don’t hear from you, I’ll assume everything’s OK.

**0** *\_\_\_\_\_\_\_a\_\_\_\_\_\_\_\_* **4** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **5** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **6** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **7** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_