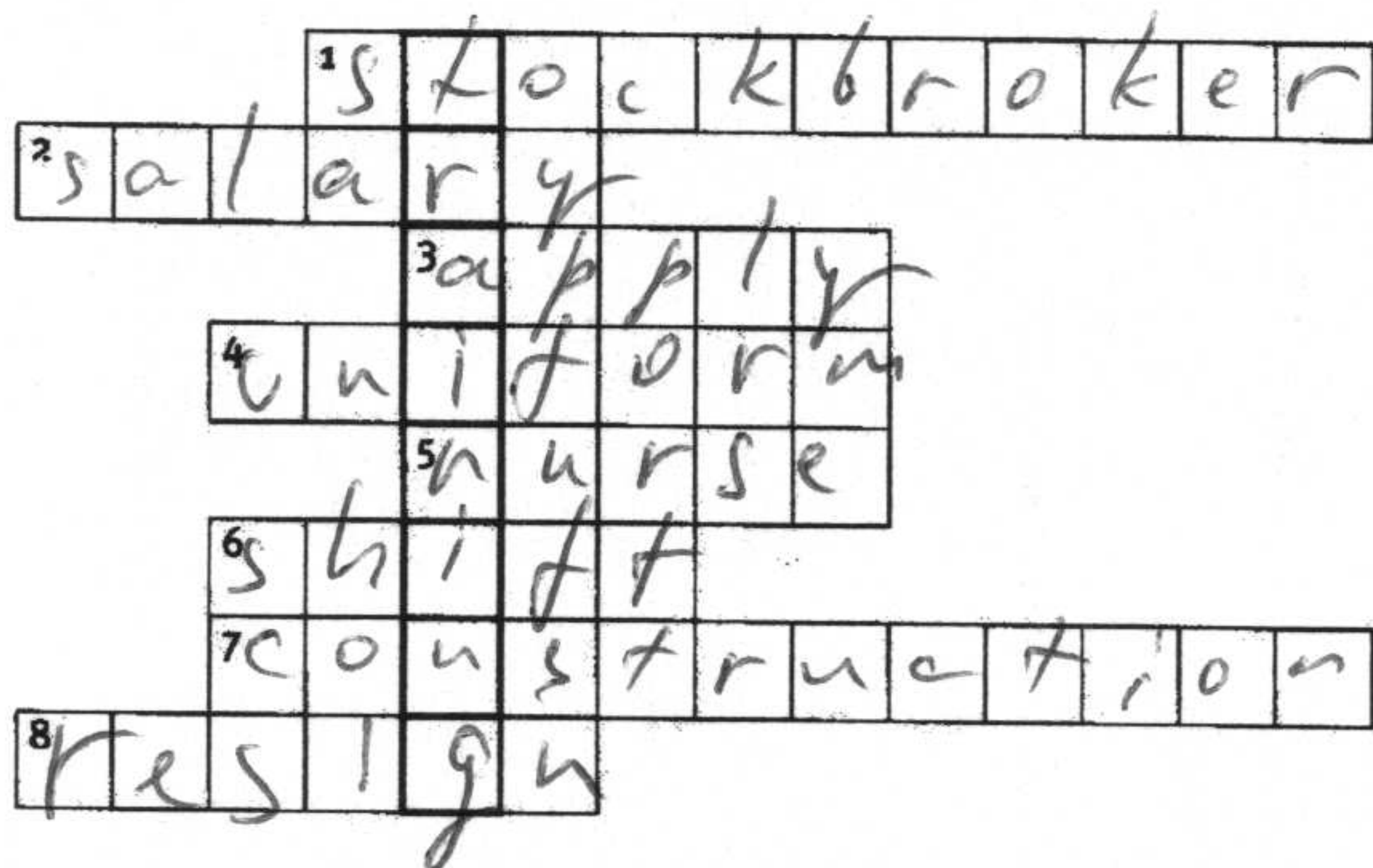


Vocabulary | jobs

1 Complete each clue (1–8) with one word. Write the words in the correct places and find the key word.

- 1 A stockbroker is a person who works on a stock exchange.
- 2 A salary is the money you earn for doing a job.
- 3 Jane didn't apply for the job because she didn't think she would get it.
- 4 Some people (like police officers) have to wear a uniform in their jobs.
- 5 A nurse works in a hospital and helps the doctors.
- 6 If you do shift work, sometimes you work in the morning or afternoons and sometimes at night.
- 7 A construction worker often builds houses.
- 8 If you resign, you stop working in a company because you don't want to continue working there.



2 Match the sentence halves (1–9) to (a–i).

- 1 One day I would like to run E
- 2 Before I can get a new job, I need to prepare H
- 3 He didn't like the job so he C
- 4 If I do this job well, I might B
- 5 As a doctor, I have to work A
- 6 My sister had an interview F
- 7 I have applied for a job C
- 8 His interview went well and he was D
- 9 Are you going to take F

- a long hours.
- b get promoted.
- c as managing director.
- d offered the job.
- e my own company.
- f the job?
- g resigned.
- h my CV.
- i for the job yesterday.

3 a Match the words in column A to the words in column B to make phrases.

- | A | B |
|--------------|--------------------|
| 1 long | a a job |
| 2 high | b a job |
| 3 a lot of | c work |
| 4 shift | d salary |
| 5 apply for | e training |
| 6 be offered | f an interview |
| 7 get | g hours |
| 8 have | h your own company |
| 9 prepare | i promoted |
| 10 run | j a CV |

b Use the phrases from exercise 3a to complete the gaps in these sentences. You may need to change the tense of the verbs.

- 1 She runs her own company from home and enjoys being the boss.
- 2 I go to seminars every week at work. They give us a lot of training.
- 3 She does shift work so she sometimes works at night.
- 4 Anna applied for the job but didn't think she'd get an interview.
- 5 I am so tired with work. I'm working really long hours at the moment.
- 6 Emma was offered a job with a local school but decided not to take it.
- 7 After working in the company for years he got promoted and has more responsibility now.
- 8 I had to help Mark prepare a CV as he had never written one before.
- 9 Martin had an interview yesterday for a job in IBM but he said it didn't go well.
- 10 He's got loads of money – he's earning a really high salary.



Grammar | can, could, be able to: ability

- 4 Complete the sentences using *can*, *can't*, *could* or *couldn't* and verbs from the box.

believe cook finish hear speak
sing sleep take (x2) understand

- 1 My grandmother was amazing. She ~~was~~ ^{could} speak six languages fluently.
- 2 I ~~can't~~ ^{couldn't} understand why they haven't phoned us yet.
- 3 They took us to the station so we ~~could~~ ^{couldn't} take the train to Manchester.
- 4 I feel so tired because I ~~couldn't~~ ^{couldn't} sleep last night.
- 5 I can play the guitar but I ~~can't~~ ^{can't} sing. My voice is terrible.
- 6 That's impossible! I ~~can't~~ ^{can't} believe that what you are telling me is true.
- 7 I've brought my camera with me, so I ~~can~~ ^{can} take some photos.
- 8 When I turned the music off, I ~~could~~ ^{could} hear someone knocking at the door.
- 9 Tim is very fast at doing crosswords. Usually, he ~~can~~ ^{can} finish one in just three minutes.
- 10 My mother always cooked for me, so I ~~couldn't~~ ^{couldn't} even cook a plate of spaghetti when I left home.

- 5 Correct the mistakes in the sentences.

- 1 Can you speak ^{up} a little? I can hear you.
- 2 Samantha ~~can't~~ ^{can't} paint beautiful landscapes, but she ~~can't~~ ^{can't} paint people.
- 3 I want to ~~can~~ ^{can} speak French perfectly.
- 4 I ~~can't~~ ^{couldn't} play the piano when I was younger, but now I'm not good at it.
- 5 She's been on a diet and now she ~~could~~ ^{can't} wear a size 8!
- 6 I'm sorry, but we ~~won't~~ ^{couldn't} come to the wedding because we are on holiday then.
- 7 I can walk in these shoes. They're too big.
- 8 He ~~could~~ ^{couldn't} understand why everyone was laughing. Then he saw his photo.
- 9 ~~Able~~ ^{can} you come to the party tomorrow? I need to tell Marta.
- 10 I'm ~~able~~ ^{can} do maths at school, and I'm still not good at numbers.

Listening

- 6 a Cover the audioscript. Read the sentences (1–5). Mark them GI (good idea) or BI (bad idea).

When you write your CV ...

- 1 write a minimum of three pages. BI
- 2 check your spelling. GI
- 3 use a computer. GI
- 4 say you have lots of qualifications, even if you do not have them. BI
- 5 give information about your junior school and all your hobbies. BI

- b 27 Listen and check your answers.

- 7 Choose the correct alternative.

- 1 Five percent of the CVs that Melanie reads are good/bad/OK.
- 2 She thinks a CV should be more than two pages long/exactly two pages long/two pages long or fewer.
- 3 Twenty-five percent of CVs she receives contain lies/true information/love letters.
- 4 Melanie says that people lie about their hobbies/qualifications/contact details.
- 5 You should write a new CV for each job/use the same CV for every job/write a new CV every month.
- 6 A Danish woman sent some Danish perfume/clothes/food with her CV.
- 7 She was given the job/wasn't given the job/became a chef.

AUDIOSCRIPT

M = Melanie I = Ivan

M: I read hundreds of CVs every week. Most of them are good. A few are excellent. And about five percent of them are terrible.

I: Really? What makes a bad CV?

M: There are a number of things. A CV should be short. No more than two pages long. I recently read a CV that was twenty pages long.

I: Unbelievable.

M: But usually the problems are quite simple.

I: What type of things?

M: Spelling mistakes. People who write their CV with a pen, not on computer. But the worst thing is that twenty-five percent of CVs are not true.

I: What do you mean?

M: People tell lies. They say they have certain qualifications and we find that they don't have them.

I: So what advice can you give about writing a CV?

M: Read the advert carefully. Learn as much as possible about the job. Then write a new CV specially for this job. Write it on a computer and only write what is important for this job.

I: Are there any imaginative or interesting ideas that work?

M: There was a woman from Denmark who applied for a job in an office. She sent some Danish food with her CV to remind us that she was from Denmark. And she got the job.