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Students Book  
Ex. 1 p. 163

1. 1. My job as a divorce lawyer is very challenging. - C

2. Working as a checkout assistant can be a bit monotonous and repetitive. - A

3. I m a primary school teacher. I find working with children very rewarding. - F

4. I work in a small design company and my job s really motivating. - B

5. Being a surgeon is very demanding. - H

6. I always wanted an exciting job, but sadly, mine is incredibly tedious. - E

7. He s in a dead-end job in the local factory. – G

8. She s got a very high-powered job in finance. – D

Ex. 2 p. 163

1. 1. career move

2. job-hunting

3. events manager

4. academic qualifications

5. work experience

6. career ladder

7. civil servants

8. fast track

1. 1. leave

2. contract

Ex. 3 p. 163

1. 1. S

2. S

3. S

4. S

5. D

6. S

7. D

8. D

9. S

10. S

Ex. 2 p. 10

1. 1. graduation degree

2. pros: job for life; cons: commuting, sitting at a desk all day, how what she was doing would make much difference to anything

3. Emma wrote a list of jobs she wanted to try and set about getting two-week placements in all of them, she also saved some money

4. When I was growing up, I did want to try only photography.

1. 1. Most: alpaca farming

2. Least: publishing

1. 1. Networking and cold-calling: applications, emailing, sending CV, communicating with people

2. She was able to decide whether she wanted to learn more or not so much.

3. She was following professionals around, shadowing them.

4. Her favorite job was working at alpaca farm. She also liked being an entrepreneur.

5. While working with publishing, she found out very challenging spotting types and grammar mistakes.

1. 1. c

2. b

3. a

4. c

5. b

Ex. 4 p. 12-13

1. 1. A

2. C

3. C

4. A

5. B

6. B

1. 1. made it

2. missed the point

3. never think twice

4. hold my own

5. keep my nose to the grindstone

6. has long gone

7. fair enough

Ex. 5 p. 12-13

1. 1. 999 operator

2. university lecturer

3. A&E doctor

4. fashion stylist

5. political advisor

6. dental hygienist

Ex. A, B, C p. 143

1. 1. as

2. so that

3. in spite of

4. seeing that

5. though

1. 1. because of

2. consequently

3. nevertheless

4. to

5. though

6. due to

1. 1. We enjoyed the play in spite of our seats being a long way from the stage.

2. It took us ages to get there because of the heavy traffic.

3. I took the price off the bag so Becky would not know how much it had cost.

4. Keep the receipt for the sweater in case your dad doesn’t like it.

5. Susanna isn’t at all spoilt even though she is an only child.

6. Prices have risen due to the increase in production costs.

Ex. A, B, C, E p. 116-117

1. I would not be interested in applying for this kind of job because I really don’t like to work at service sphere. I believe that working with people like answering and directing calls can be very frustrating. Although I think, that some kind of general admin support sounds interesting to me.
2. 1. Information about level of education and level of English.

2. Previous experience.

3. Agata tries to show why she would be suitable for this kind of job.

1. 1. He is, in fact, my uncle. I would definitely not panic when things got busy! I made many American friends during this period, but we lost touch when I came home.

2. I am writing to apply for the post of receptionist advertised on your website.

I have a high level of spoken English, as I lived in the US for six months as a part of exchange programme between my school and a high school in Utah.

I have worked in various roles, including marketing assistant and administrator and my tasks have included organizing and running meetings, and dealing with clients by phone and email.

The director of the company would be happy to provide a reference.

I am very enthusiastic about travelling and would welcome the chance to be part of such a high-profile and successful company.

I believe I would be suitable for the job advertised as, apart from my work experience, I am an outgoing person and get on well with people.

Friends describe me as calm and conscientious and I would enjoy the variety and excitement the job would offer.

I attach a full CV and if you require any further information, I would be very happy to provide it.

1. 1. This letter is to apply for the job of receptionist.

2. I have recently graduated from uni, where I completed a degree in Business Studies.

3. I have a high level of spoken English.

4. I have relevant experience in this kind of job.

5. My task have included dealing with the clients on the phone.

6. I would welcome the opportunity to work in such a high profile company

7. I am attaching a full CV.

8. If you require any additional information, I would be very happy to provide it.

9. I am looking forward to hearing from you.

Handout

Ex. 44 p. 121

1. Travel expenses allowance.

Subsidized canteen provision.

Maternity leave scheme.

Pension benefits scheme.

Comprehensive healthcare provision.

Relocation allowance scheme.

1. 3 types of insurance: car, travel, health

3 types of allowance: food, fuel, rental

3 types of pension: company, government, personal

2 types of care: healthcare, childcare

1. Benefits, pensions, related, entitlement, allowance, provision, canteen

Ex. 45 A p. 121

1. experienced – encountered

amount – degree of

was my own boss - was solely accountable to myself  
understanding of – insight into  
balance – juggle  
advantages and disadvantages – pros and cons

1. boss, solely, encountered, amount, lucrative, encroach, guaranteed, additional
2. Right now, I don’t have any experience in freelancing, but I am thinking to try is as a part time job. I think freelancing has a lot of benefits because you don’t have a strict schedule and can manage your tasks as you want.

Ex. 45 A p. 121

1. He showed enterprise – P

She was disruptive – N

I don’t feel valued – N

It undermined my confidence – N

It boosted my confidence – P

My boss stifles my creativity – N

1. Team spirit boosts morale.

Mutual respect enhances creativity.

Pool your resources for better outcomes.

Undermine your authority with negative feedback.

Stifle innovation by receiving new ideas.

Boost team morale with mutual respect.

1. He didn’t fit in with the group.

She can operate independently.?  
I find the work very fulfilling.

They collaborated closely.

They had a common goal.

We think it will foster team spirit.

They have mutual respect.

Handout – Memory questions

1. 1. What kind of events do you only vaguely remember from your childhood?

2. When you think about holidays, what comes to mind first?

3. When you cast your mind back, what is your earliest memory?

4. What is your most distant memory?

5. Are any memories triggered by certain types of weather?

6. What are the pros and cons of having a photographic memory?

7. Do you treasure the lasting memory of your first teacher?

8. What kind of think often crosses your mind??

9. Is it possible to make yourself forget painful memories?

10. What kind of events do you have a vivid memory of?

11. Do you have a vague memory or memory of your first day at school?

12. Do you often need to refresh your memory of people s names?

1. 1. What are the pros and cons of having a photographic memory? – I believe, that having a photographic memory is very unique skill that will help you in many difficult situations such as exams. From the other hand, photographic memory could clog your memory from receiving other memories.

2. Is it possible to make yourself forget painful memories? – I don’t think that its possible to forget painful memories as they will still leave some traces in the memories. Also, painful memories can help you to avoid doing same mistakes in the future.

3. What is your most distant memory? – I believe, that my most distant memory is about going to kindergarten.

4. Do you often need to refresh your memory of people s names? – I don’t think I need to refresh names of people that I ve met recently. However, I have some problems with remembering faces of new people.

5. Do you treasure the lasting memory of your first teacher? – I treasure the lasting memory of my first teacher because I believe, that my first teacher did a lot for me.

LiveWorkSheets task