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Booklet



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UNIT 1

Jobs - All In a Day's Work

WORD FORMATION

FORMING JOB TITLES WITH SUFFIXES

-ER

paint - painter
build - builder
dance - dancer

-OR

act - actor
supervise - supervisor
investigate - investigator

-IST

chemistry - chemist
reception - receptionist
journal - journalist
physics - physicist

-IAN

politics - politician
optics - optician
history - historian
physic - physician

-ANT

assist - assistant
attend - attendant
serve - servant

1. Match the words to the right suffixes to form job titles, then write the job titles under the suitable pictures:

- a. piano
- b. teach
- c. bake
- d. sail
- e. write
- f. build
- g. electric
- h. library
- i. wait
- j. politics
- k. science
- l. mathematics

-er

-ian

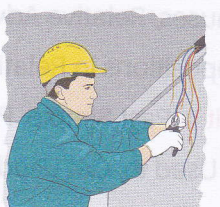
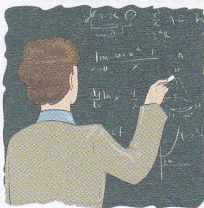
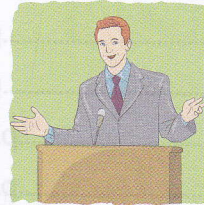
-or

-r

-ist



pianist



2. a. Fill in the blanks with words from the list below:

nurse, florist, tailor, lawyer, manager,
scientist, optician, dancer, receptionist,
comedian

1. A _____ is a person whose job is to make people laugh by telling jokes and funny stories.
2. You ask the hotel _____ to give you the key to your room.
3. The job of a _____ is to speak for people at court.
4. A _____ cares for people who are ill.
5. You must do research in science to become a _____.
6. I need to alter my jacket, so I go to the _____.
7. You ask a _____ to create a floral bouquet for your mum's birthday.
8. A _____ is a person who directs an organisation.
9. You go to the _____ to have your sight tested and buy glasses.
10. He is a _____ in the Royal Ballet.

2. b. Now, in pairs, ask and answer which of the people in exercise 2. a.:

- * Work indoors/outdoors?
- * Wear a uniform/special clothing for work?
- * Are self-employed?
- * Work shifts?

3. Match what each person says to their jobs:

1. The audience always like my tricks where parrots seem to appear and then disappear again. **a. PET SITTER**
2. Sometimes it can be very tiring, but when somebody tells me they love my chocolate soufflé, it's all worth it. **b. PHOTOGRAPHER**
3. There's a problem with the engine and there's a flat tyre, but I can fix it by Monday. **c. ARCHITECT**
4. The sunlight is perfect, I'm taking some amazing shots right now. **d. ILLUSIONIST**
5. I usually interview witnesses when I investigate crimes. **e. CHEF**
6. I'm designing the new Highlight cinema building at the moment. **f. MECHANIC**
7. I'm never too afraid to put out a blaze and save people from being burned. **g. DETECTIVE**
8. I'm styling my client's hair in the 1920s' look. **h. HAIRDRESSER**
9. I advise people to wash their hands before taking off their contact lenses. **i. FIREFIGHTER**
10. I'm looking after three dogs while their owners are away. **j. OPTICIAN**

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4. Match each job to the suitable quality:

- | | |
|-----------------|--------------------|
| 1. DETECTIVE | a. caring |
| 2. FLORIST | b. polite |
| 3. RECEPTIONIST | c. creative |
| 4. FIREFIGHTER | d. detail-oriented |
| 5. VET | e. entertaining |
| 6. ACTOR | f. hard-working |
| 7. FARMER | g. accurate |
| 8. SURGEON | h. brave |

5. a. Choose two jobs in exercise 3 and use the following prompts to talk about what skills/qualities each job requires.

NEEDS TO HAVE: university degree, computer skills, a driving licence, organisational skills, artistic view etc.

NEEDS TO BE: detail-oriented, creative, practical, patient, caring, hard-working, brave, dedicated, reliable, positive, flexible, familiar with tools and equipment, entertaining etc.

MUST BE GOOD AT: literature, drawing, style, fashion, maths, team working, critical thinking, explaining things, finding solutions, cooking etc.

MUST BE INTERESTED IN: saving people's lives, working with people/animals/cars, reading, etc.

An architect needs to have a university degree and an artistic view. He needs to be detail-oriented and creative. He must be good at drawing and maths, and interested in reading interior designer blogs.

5. b. Now talk to your deskmate about the jobs you would like to do most, as in the example:

Example:

A: Here's the perfect job for me!

B: What's that?

A: A pet sitter for my neighbours. It's perfect for me because I'm very patient with animals and I care about them a lot.

6. Choose the right answer:

- The job is _____ in the local newspaper.
a. written b. noted c. advertised
- She _____ for the position of secretary.
a. wants b. applies c. requires
- I haven't got much time, so I'm looking for a _____ job.
a. part-time b. short c. full-time
- As a dentist I have to _____ people's teeth.
a. brush b. look after c. look for
- He didn't get the job because he didn't have the right _____.
a. career b. interview c. qualifications
- I can't come to the party, I've got a lot of _____ to do.
a. job b. work c. CV
- She is thinking of leaving her _____ to start her own company.
a. employer b. office c. skill
- Peter is looking for a job, as he is not _____ at the moment.
a. employer b. unemployed c. employed

7. Choose the correct word to complete the sentences:

A. work **B.** profession **C.** job

- What time do you usually finish _____?
- She wants to get this _____ as an accountant.
- He is a lawyer by _____.

A. employer **B.** employee **C.** unemployed

- He hasn't got any money because he is _____.
- I am lucky, my _____ is very patient and understanding.
- Jack is an _____ at a well-known company, so he has to wear a suit and tie.

A. hours **B.** shift **C.** overtime

- We are trying to finish the project by Monday, so I have to do _____ all week.
- Lisa often works long _____ in spring.
- Don't wake him up, he worked the night _____ and he's very tired.

- A. salary B. paid C. earn
10. I can afford a new car, I _____ £50,000 a year.
11. She's got a monthly _____ of €1,500 working as a secretary.
12. I am looking for a well-_____ job.

8. Read the job descriptions and fill in the suitable jobs in the list:

beautician, electronics technician, teacher,
door-to-door salesperson, food taster

Are you looking for work, but you have no experience? Come and taste our new food products! If interested, contact us at 0800 554 3002.

If you are a patient and caring person and you like working with children, send your C.V. to languages@newschool.com.

A. _____ B. _____

Techzone Services Ltd. seeks a full-time employee for computer maintenance. Candidates should have at least 2 years of experience. Send your covering letter to techzone@zmail.com.

We're looking for energetic, highly motivated people to be part of our team! Do you think you can convince customers to buy our products? Call us at 0800 555 3000.

C. _____ D. _____

Elegantissimo is hiring hardworking, skilled people. You need to have knowledge of cosmetic products and 2-3 years of experience.

E. _____

9. Read the dialogue and choose the correct answer:

- A: Hey, Lucy! I haven't seen you for ages!
B: Hi, Alan.
A: So... tell me about you. What do you do?
B: Well, promise not to laugh. I *work/earn* as a chocolate tester.
A: No kidding! It sounds like a dream *job/office*!
B: It isn't *that/what* you think. It isn't always the delicious stuff you buy in the supermarket. If the recipe isn't *ordered/right*, the chocolate can be bitter or have a strange flavour.
A: Don't you get *tired/confident* of eating chocolate all day long?
B: You bet I do! I have to eat salty biscuits between tasting different kinds of chocolate so I don't mix the tastes and I have to drink *little/plenty* of water.
A: And you have to be *careful/special* not to get fat.
B: That too... I've gained some pounds since I started working here.
A: Is it well paid?
B: I can't complain. I *give/earn* enough to pay for my studies and go out.
A: Great! How about a cup of tea? Or hot chocolate?
B: No *more/less* chocolate for me, thank you!

10. a. Read the job interview and fill in the interviewer's questions:

- a. Why do you want to work for our company?
b. First of all, what can you tell us about yourself?
c. What are your strengths?
d. When can you start work?
e. What work experience do you have?

- A: Good afternoon, Mrs Davis, please take a seat. _____ (1)
B: As you can see in my CV, I have done a course in computers and a secretarial training course.
A: _____ (2)
B: I started working as a secretary five years ago and my responsibilities included answering telephone calls, arranging appointments and organising meetings.

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A: I see. _____ (3)

B: I believe that working for your company would offer me a lot of opportunities and new challenges.

A: _____ (4)

B: I think that I am good at solving different problems, I have communication skills and I can work well in a team.

A: _____ (5)

B: I can start the following Monday.

A: Thank you, Mrs Davis. We will contact you to tell you our decision.

10. b. Be creative! Talk to your deskmate and do a job interview for the following jobs:

zoo keeper, hatter, clown,
computer games tester.

11. Complete the sentences with the right form of the words in brackets

1. She is the company manager now. (manage)

2. I told you that I want to be a fashion
_____. (design)

3. He is a _____ at the University
of Bucharest. (study)

4. Lena's mother is a _____ at our
local school. (teach)

5. Hire a professional _____ if you
want a good decorative finish. (paint)

6. You've got every chance to become a good
_____. (act)

7. Those factory _____ are very lazy!
(work)

8. Diana has got a beautiful voice; she wants to be a
_____. (sing)

9. She works as an office _____
these days. (clean)

10. Did you know that he is a _____
on a big ship? (sail)

11. He is going to get a job as a ticket
_____. (collect)

12. Did you know that she is a famous short story
_____? (write)

12. Put the dialogue in the right order:

☐ I work as an engineer.

☐ Hi, Andrew, so glad to see you. How are you?

☐ Oh, yes, very much.

☐ Where exactly do you work?

☐ I'm fine, thank you. I'm just coming back from
work.

☐ Do you like your job?

☐ And what job do you have?

☐ I work for an Italian company which makes
furniture.