

On the job

Vocabulary

The world of work

- 1 ★ Complete the words with vowels.

b _ o _ n _ u _ s

- 1 _ _ ppl _ _ c _ _ t _ _ _ n f _ _ rm
- 2 j _ _ b _ _ dv _ _ rt _ _ s _ _ m _ _ nt
- 3 p _ _ y r _ _ s _ _
- 4 _ _ xp _ _ ns _ _ s
- 5 pr _ _ m _ _ t _ _ _ n
- 6 w _ _ rk _ _ xp _ _ r _ _ _ nc _ _

- 2 ★ Order the letters to make work and money words.

- | | | |
|------------------|-------|--------|
| yaslar | _____ | salary |
| 1 prepanphisecit | _____ | |
| 2 nondistico | _____ | |
| 3 snubo | _____ | |
| 4 pinsnoe | _____ | |
| 5 esnifteb | _____ | |
| 6 lawnecoal | _____ | |
| 7 carottcn | _____ | |

- 3 ★ Read the sentences about what happens when you get a job. Circle the correct words.

First, you see **a job advertisement** /
a pay rise.

- 1 Then, you fill in **an application form** /
a pension.
- 2 You go to a **bonus** / an interview.
- 3 If you get the job, they give you
a **contract** / work experience.
- 4 If you do well at your job, you might get
conditions / a promotion.

- 4 ★ Circle the correct words.

I have to fill in my qualifications and experience on the **job advertisement** /
application form.

- 1 To be a plumber you have to do
an **apprenticeship** / application form.
- 2 As a waiter, his **pay rise** / salary isn't
great, but he gets tips.
- 3 I'm really happy! My boss gave me
a **pay rise** / **benefits** of £3,000 a year.
- 4 When my mother travels for her job, she
gets a daily **apprenticeship** / **allowance**
for food, transport and accommodation.

- 5 ★ Complete the sentences with the words in the box.

benefits bonus contract pension
promotion work experience

I've got a new job. They've sent me
the **contract**, so now I must sign it
and send it back.

- 1 My grandfather has retired, but he's got
money for holidays because he gets
a good _____.
- 2 She gets £1,500 a month at the travel
company, but she gets a _____
if she sells lots of holidays.
- 3 My cousin got a _____ last
week. He's going to be Senior Sales
Manager now.
- 4 The salary isn't very good but the
_____ are excellent. There are
long holidays and free flights all around
the world.
- 5 I want to be a journalist, so I'm getting
_____ at a local newspaper.

Work verbs

6 ★ Circle the correct verbs.

(have) / sign an interview

- 1 claim / earn a salary
- 2 be / lose unemployed
- 3 lose / claim a job
- 4 be / have a full-time job
- 5 apply / sign for a job

7 ★ Complete the phrases with the words in the box.

claim fill in get get sign work

- _____ get _____ a job
- 1 _____ part-time
 - 2 _____ expenses
 - 3 _____ a pension
 - 4 _____ an application form
 - 5 _____ a contract

8 ★ Match the sentence beginnings 1–6 with the endings a–f.

- 1 You should get a haircut before you have ☐ b
 - 2 She decided to work ☐
 - 3 It took me three hours to fill in ☐
 - 4 If you are late for work every day, you'll ☐
 - 5 Make sure you understand everything before ☐
 - 6 They are accountants so they both ☐
- a) earn a good salary.
 - b) an interview.
 - c) lose your job.
 - d) part-time after having her second baby.
 - e) this application form.
 - f) you sign the contract.

9 ★ Complete the sentences with the words in the box.

an interview contract full-time job
part-time pension salary unemployed

He was only working 12 hours a week, but now he has a full-time job and works a 40-hour week.

- 1 You look really smart. Have you got _____ ?
- 2 It's difficult to find a job at the moment – more than two million people are _____ .
- 3 When my aunt retires from the police force, she will get a good _____ .
- 4 I'm free on Tuesday and Thursday afternoons because I work _____ now.
- 5 Here's a pen. Can you sign the _____ , please?
- 6 She loves being a cook, but she doesn't earn a very good _____ .
- 7 They are looking for a shop assistant at the bookshop. You should apply for the _____ .



The first and second conditional

- 1 ★ Circle the correct words to complete these first conditional sentences.

If you apply / will apply for this job, I'm sure you will get it.

- I wear / will wear a suit if they give me an interview.
- If I get an application form, do you help / will you help me fill it in?
- He'll lose his job if he doesn't stop / won't stop being late for work.
- If they offer / will offer her a job, will she take it?
- You don't regret / won't regret it if you go and work for them.

- 2 ★ Complete the first conditional sentences with the correct form of the verbs in brackets.



If you work (work) hard, you will pass (pass) your exams.

- If you _____ (not pass) your exams, you _____ (not get) a job.
- If you _____ (get) a job, you _____ (earn) some money.
- If you _____ (not earn) any money, you _____ (not have) enough money for a holiday.
- If you _____ (not have) enough money for a holiday, we _____ (not be able) to go away.

- 3 ★ Order the words to make second conditional sentences.

£5000, / had / how / If / it / spend / would / you / you ?

If you had £5000, how would you spend it?

- 1 do / If / the president, / were / what / would / you / you ?

- 2 buy / a house / I / I'd / If / the lottery, / my parents / won .

- 3 buy / cost / didn't / I / If / one / so much, / those laptops / would !

- 4 ★ Complete the second conditional sentences with the correct form of the verbs in brackets.

If she knew (know) the answer, she would tell (tell) us.

- He _____ (not be) so poor if he _____ (not waste) his money on designer clothes.
- He _____ (not work) there if he _____ (can) get a job somewhere else.
- If I _____ (have) enough money, I _____ (start) my own company.
- You _____ (not like) it if you _____ (lose) your job.

- 5 ★ Match the sentence beginnings with the endings to make first or second conditional sentences.

- If you don't apply for the job,
 - If they offered him more money,
 - What would you say
 - If I forget,
 - Will you ask for help
- a) if I offered you a job?
 - b) if you have a problem?
 - c) will you remind me, please?
 - d) would he stay in the job?
 - e) you won't get it.

e

6 Complete the first and second conditional sentences in the dialogue.

Rose Let's do the quiz in this magazine.

Lila No, I'm busy.

Rose Please? If you ⁽¹⁾ _____ (do) it with me, I ⁽²⁾ _____ (help) you with your maths homework.

Lila Fine. It's a deal.

Rose Here's the first question. What ⁽³⁾ _____ (you do) if you ⁽⁴⁾ _____ (see) a ghost?

Lila That's ridiculous. I don't believe in ghosts. What's the next question?

Rose What ⁽⁵⁾ _____ (you do) if you ⁽⁶⁾ _____ (find) £500?

Lila I ⁽⁷⁾ _____ (not keep) it. I think I ⁽⁸⁾ _____ (take) it to the police.

Rose Me, too. Next question ...

Lila I don't want to do this quiz any more.

Rose If you ⁽⁹⁾ _____ (not do) it, I ⁽¹⁰⁾ _____ (not help) you with your homework. Remember the deal?

Lila I don't care. I'll do my homework without your help, thanks.

7 Complete the sentences for you. Use the first or second conditional.

If I had a magic carpet, I would fly to India to see the Taj Mahal.

1 If the weather is nice this weekend, _____

2 If I won the lottery, _____

Gerunds and infinitives

8 Circle the correct words.

My sister really enjoys **to learn** / **learning** languages.

1 Have you finished **to read** / **reading** *War and Peace* yet?

2 They've decided **to go** / **going** camping together.

3 Would you like **to see** / **seeing** my application form?

4 What time did you finish **to tidy** / **tidying** your bedroom?

9 Complete the sentences using the infinitive or gerund form of the verbs in brackets.

I can't afford to buy (buy) new shoes.

1 _____ (surf) the internet is fun, but you can waste a lot of time.

2 She doesn't want _____ (move) house.

3 _____ (sleep) takes up about one-third of our lives!

4 I'm applying _____ (join) the police force.

10 Complete the text using the infinitive or gerund form of the verbs in brackets.

Dear Kiera,

I'm really looking forward to

⁽¹⁾ seeing (see) you next week.

Have you finished ⁽²⁾ _____ (make) the costumes for your school play? I'd like

⁽³⁾ _____ (help) with our school play too. I really enjoy ⁽⁴⁾ _____ (paint)

and I'm also learning ⁽⁵⁾ _____ (make) things out of wood, so maybe I can apply

⁽⁶⁾ _____ (help) with making the furniture and the stage set.

Do you want ⁽⁷⁾ _____ (come) and

stay with us in August? Mum says she'll be happy

⁽⁸⁾ _____ (pick) you up.

Anna

11 Complete the sentences for you.

I really enjoy writing songs.

1 One day I would like _____

2 I am looking forward to _____

3 At the moment I am learning _____

Speaking

Evaluating a situation

- 1 ★ Complete the dialogue with the words in the box.

don't like best thing downside like
upside bedroom

- A What's your new house like ?
B Well ... On the ⁽¹⁾ _____, it's bigger than our last house.
A What's the ⁽²⁾ _____ ?
B The best thing is my new ⁽³⁾ _____.
A So what's the ⁽⁴⁾ _____ ?
B What I ⁽⁵⁾ _____ are the neighbours. They're so noisy!

- 2 ★ Read the dialogue and circle the correct words.

- A What's your new school / house like?
B Well, it's good and bad really.
A What do you mean?
B On the upside, there's my ⁽¹⁾ **teacher** / **classroom**. He's really funny.
A That's ⁽²⁾ **terrible** / **good**.
B But the best thing are my classmates. They're really ⁽³⁾ **boring** / **friendly**.
A So what's the ⁽⁴⁾ **upside** / **downside**?
B What I don't like is the timetable. The day is too ⁽⁵⁾ **short** / **long**.
A And what's the worst thing?
B The food in the school ⁽⁶⁾ **library** / **canteen**!

- 3 ★★ Imagine you've just moved house and changed school. Write a dialogue similar to the one in exercise 2.

Friend What's your _____
like?
You Well, _____.
Friend What do you mean?
You _____.
Friend That's good.
You _____.
Friend So what's the downside?
You _____.

Writing

A cover letter email

- 4 ★ Match the sentence beginnings (1-6) with the endings (a-f).

- | | |
|----------------------------|----------------------------|
| 1 Dear | <input type="checkbox"/> f |
| 2 I am writing to | <input type="checkbox"/> |
| 3 I would be very grateful | <input type="checkbox"/> |
| 4 I am attaching | <input type="checkbox"/> |
| 5 I look forward to | <input type="checkbox"/> |
| 6 Yours | <input type="checkbox"/> |
- a) apply for a job in your company.
b) faithfully,
c) hearing from you.
d) if you could send me an information pack.
e) my CV.
f) Sir, / Madam,

- 5 ★★ Complete the advertisement seeking volunteers, using the words in the box.

apply available environment
hard-working interested in join location
passionate provide skills team players

GREEN CAMPS Volunteer Programme

Are you passionate about green issues? Do you want to do something to improve the ⁽¹⁾ _____? Every year we invite volunteers to ⁽²⁾ _____ the Green Camps Programme and help in a variety of environmental projects. This year we have 20 camps open from 1st July to 31st August. Volunteers stay in the camp for two weeks. We ⁽³⁾ _____ tents and meals. Depending on the ⁽⁴⁾ _____ of the camp, the jobs ⁽⁵⁾ _____ for volunteers are: cleaning beaches, planting trees, counting rare plants, updating our website. Volunteers must be aged 16-18, ⁽⁶⁾ _____, good ⁽⁷⁾ _____ and able to live and work outdoors in all kinds of weather. In return for your hard work, we offer training in many useful ⁽⁸⁾ _____ and fun activities in the evenings. To ⁽⁹⁾ _____, write and tell us what you can offer us and why we need you on one of our camps. Please say which type of activities you are most ⁽¹⁰⁾ _____.

Green Camps Volunteers, 77 Bridge Road, Swansea

Unit 5 Progress Check

Cumulative Grammar

- 1 2 3 4 5 6 7 8 9

1 Circle the correct words to complete the text.

When I grow up ...

Do you know ⁽¹⁾ **anyone / no one** who chose their career when they were very young?

Melissa Thornton always knew she wanted to be a vet.

'I ⁽²⁾ **have grown up / grew up** on a farm and I often

⁽³⁾ **used to help / was helping**

my parents look after the animals. I remember the day ⁽⁴⁾ **when / where** I thought, 'I'm ⁽⁵⁾ **being / going to be** a vet when I grow up.' I was seven years old and we had a horse which had a bad leg. While the vet ⁽⁶⁾ **has checked / was checking** its leg, I watched her very carefully. By the time she had finished cleaning the cut, I ⁽⁷⁾ **had made up / made up** my mind about my future career.

I knew I wanted ⁽⁸⁾ **to work / working** with animals.' When she was 16, Melissa ⁽⁹⁾ **was spending / spent** two weeks during the summer holidays helping in a veterinary surgery. She is now in her last year of secondary school and is looking forward to ⁽¹⁰⁾ **go / going** to university, to study veterinary medicine. 'They ⁽¹¹⁾ **were offering / have offered** me a place at Edinburgh University, but I will need to work hard! I won't be able to go there if I ⁽¹²⁾ **don't / won't** get three As in my exams. ⁽¹³⁾ **I work / I'm working** really hard at the moment. It would be terrible if ⁽¹⁴⁾ **I'll get / I got** two As and a B instead of three As. If I succeed, I'm going to spend a month in Ghana as a volunteer with local vets. What an amazing experience before I start at university!'



i All Clear Facts

To train to be a vet in the UK, you have to go to university. The degree course is five or sometimes six years.

Error Correction

2 Correct the underlined errors. Rewrite the sentences.

If you will work part-time, you won't earn a lot.

If you work part-time, you won't earn a lot.

1 She lose her job if she is late again.

2 If I knew the answer, I would told you.

3 Are you looking forward to get your promotion?

Translation


3 Translate the corrected sentences from exercise 2 into your language.

1 _____

2 _____

3 _____

Dictation

4  Listen and write the sentences.

1 _____

2 _____

3 _____

My Progress

Score your progress from 1 (needs improvement) to 5 (excellent).

I can use the first conditional to talk about possible situations and their consequences. ☐

I can use the second conditional to talk about imaginary or unlikely future situations and their consequences. ☐

I can use gerunds as the subject of a sentence. ☐

I can use gerunds and infinitives after certain verbs, prepositions and adjectives. ☐