

## Vocabulary

### The world of work

allowance application form apprenticeship benefits bonus conditions contract expenses job advertisement pay rise pension promotion salary work experience

#### 1 Order the letters to make work and money words.

- |                  |                |
|------------------|----------------|
| aalsyr           | <u>s</u> alary |
| 1 pcræhpinpties  | a _____ p      |
| 2 nsbou          | b _____ s      |
| 3 onipnes        | p _____ n      |
| 4 acctnort       | c _____ t      |
| 5 moooiptrn      | p _____ n      |
| 6 yap esri       | p _____ e      |
| 7 ncllaawoe      | a _____ e      |
| 8 rowk xeeeripcn | w _____ e      |

#### 2 Match 1–6 with a–f to make work and money words.

- |          |               |
|----------|---------------|
| 1 appli  | a itions      |
| 2 bene   | b vertisement |
| 3 cond   | c enses       |
| 4 job ad | d fits        |
| 5 exp    | e otion       |
| 6 prom   | f cation form |

#### 3 Circle the correct words.

- A written agreement between two people  
a) a contract      b) conditions
- 1 When you stop working at 65, you receive ...  
a) an allowance      b) a pension
- 2 Extra money in addition to your normal salary  
a) a bonus      b) work experience
- 3 To move to a higher level in a company  
a) a promotion      b) a pay rise
- 4 An announcement in a newspaper, on the internet, etc, looking for more workers  
a) an apprenticeship      b) a job advertisement
- 5 Money that you spend when you are working but which you can get back from your company, eg for travelling or food  
a) benefits      b) expenses

#### 4 What are they talking about? Circle the correct words.

When my granddad stops working, he'll receive money.

salary / pension

- 1 This one says they're looking for someone who likes children.  
**contract / job advertisement**
- 2 My brother's at university. My parents give him €500 every month.  
**work experience / allowance**
- 3 The company's going to pay me a little more every month.  
**bonus / pay rise**
- 4 We get free membership to a gym and money for clothes. It's great.  
**conditions / benefits**
- 5 They work 40 hours a week, Monday to Saturday. They have two weeks' holiday.  
**conditions / benefits**
- 6 I wrote that I was good with people and that I enjoyed helping others.  
**apprenticeship / application form**

### EXTRA!

What sort of job would you like in the future?  
What sort of job would you NOT like? Use your notebook.

*I would like a job with good working conditions, for example long holidays.*



# 5 Basics

## Work verbs

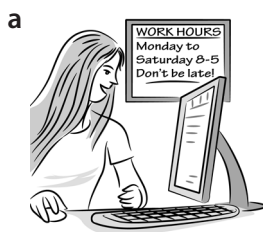
apply for a job   be unemployed   claim expenses   earn a salary   fill in an application form   get a job  
get a pension   have a full-time job   have an interview   lose a job   sign a contract   work part-time

### 1 Complete the work verbs with vowels.

- a pply f o r a j o b  
1 cl \_\_\_ m \_\_\_ xp \_\_\_ ns \_\_\_ s  
2 g \_\_\_ t \_\_\_ j \_\_\_ b  
3 w \_\_\_ rk p \_\_\_ rt-t \_\_\_ m \_\_\_  
4 \_\_\_ rn \_\_\_ s \_\_\_ l \_\_\_ ry  
5 g \_\_\_ t \_\_\_ p \_\_\_ ns \_\_\_ n  
6 b \_\_\_ \_\_\_ n \_\_\_ mpl \_\_\_ y \_\_\_ d

### 2 Circle the correct words. Then match the work verbs with the pictures.

- 1 **have** / **sign** a job interview  
2 **have** / **fill in** an application form  
3 **sign** / **claim** a contract  
4 **lose** / **work** a job  
5 **have** / **work** a full-time job  
6 **fill in** / **apply** for a job



### 3 Circle the correct work verbs to complete the text.



My brother **was unemployed** / **got a pension**. He looked at the job advertisements on the internet and decided to <sup>(1)</sup>**claim expenses** / **apply for a job** at a summer camp. He <sup>(2)</sup>**earned a salary** / **filled in the application form** and waited for an answer. About two weeks later, he <sup>(3)</sup>**signed a contract** / **had an interview**. The interview went very well and he <sup>(4)</sup>**got the job** / **lost the job**. Before he started working, he <sup>(5)</sup>**signed a contract** / **filled in an application form** for mornings only. Now my brother <sup>(6)</sup>**has a full-time job** / **is working part-time** at the summer camp and he's very happy.

### 4 Read the text in exercise 3 again. Complete these work verbs and put them in order.

- a be unemployed 1  
b \_\_\_ a job interview \_\_\_  
c \_\_\_ for a job \_\_\_  
d \_\_\_ a job \_\_\_  
e \_\_\_ a contract \_\_\_  
f \_\_\_ part-time \_\_\_  
g \_\_\_ in an application form \_\_\_

## EXTRA!

Answer these questions for you. Use your notebook.

- Do your parents work full-time or part-time?
- Have you ever applied for a job?
- Is it easy to get a job where you live?

## Grammar

### The first conditional

Situation	Consequence
If my dad gets a promotion, If you stay at home,	he'll be happy. you won't get the job.
Consequence	Situation
He'll get a bonus They won't give you a pay rise	if he sells a lot of cars. if you work slowly.

#### 1 Complete the first conditional sentences.

- If you throw away the rubbish, I  
'll clean (clean) the kitchen.
- 1 If he looks in the newspaper, he  
\_\_\_\_\_ (find) a lot of job  
advertisements.
- 2 He \_\_\_\_\_ (go) abroad if he takes  
a gap year.
- 3 If you don't listen, you \_\_\_\_\_  
(not understand) me.
- 4 Your parents \_\_\_\_\_ (worry) about  
you if you don't phone them.
- 5 We \_\_\_\_\_ (not play) tennis if the  
weather is bad.

#### 2 Circle the correct words.

- If I ... a trendy blue jacket, I'll buy it.  
a) see b) will see
- 1 If your homework is difficult, I ... you.  
a) help b) 'll help
- 2 If you ... to the party, you'll have a good time.  
a) come b) 'll come
- 3 She ... the exam if she doesn't study.  
a) fail b) 'll fail
- 4 You'll get ill if you ... a coat.  
a) don't wear b) won't wear
- 5 If he doesn't do work experience, he ... the job.  
a) doesn't get b) won't get

### The second conditional

Situation	Consequence
If you worked harder, If they earned more money,	you'd get a promotion. they wouldn't live here.
Consequence	Situation
I'd earn millions of euros He wouldn't be unemployed	if I was a football player. if he lived in a big city.

#### 3 Match the sentence beginnings and endings.

- |                               |                             |
|-------------------------------|-----------------------------|
| 1 We would go abroad          | a if I forgot her birthday. |
| 2 If my sister lived in Paris | b they would play           |
| 3 I wouldn't be tired         | volleyball.                 |
| 4 If my friends didn't play   | c if we had more money.     |
| basketball                    | d I would visit her there.  |
| 5 My mum wouldn't             | e if I didn't go to bed     |
| be happy                      | so late.                    |

#### 4 Circle the correct words.

We saved / would save electricity if we turned off  
the lights.

- 1 You would enjoy that book if you read / would read it.
- 2 If I went / would go skiing, I would have an accident.
- 3 You made / would make new friends if you changed  
school.
- 4 If they had an umbrella, they wouldn't be /  
didn't be wet.

#### 5 Order the words to make questions.

would / do / if / won / What / you / you / a lot of  
money ?

What would you do if you won a lot of money?

- 1 rains / What / you / it / at the weekend / will / do / if ?

- 2 your favourite film star / you / What / saw / would /  
do / you / if ?

- 3 on Saturday / will / you / you / What / do / if / your  
friends / meet ?

- 4 your mum / What / say / got into trouble / would / if /  
you / at school ?

# 5 Basics

## Gerunds and infinitives

### Look!

We often use two verbs in a sentence. The second verb can either be a gerund (-ing form) or an infinitive.

*I like reading science-fiction books.*

*We decided to buy my dad a new hat.*

### 1 Match the sentence beginnings and endings.

- 1 My friends enjoy d
- 2 I can't afford \_\_\_\_\_
- 3 My sister would like \_\_\_\_\_
- 4 We're looking forward to \_\_\_\_\_
- 5 When I finished \_\_\_\_\_
- 6 He's arranged \_\_\_\_\_

- a going on the school trip.
- b to meet his friends later.
- c playing the match, I was very tired.
- d reading thrillers, but I don't.
- e to buy expensive clothes.
- f to be a nurse when she's older.

### 2 Complete the table with the verbs in the box.

arrange like look forward to  
love want would like

Verb + -ing	Verb + infinitive
enjoy	(1) <u>arrange</u>
(2) _____	can't afford
spend time	(3) _____
(4) _____	decide
finish	(5) _____
(6) _____	learn

### 3 Circle the correct words.

- I finished cleaning / to clean the house at 9 pm.
- 1 We often spend time **looking** / to look for new clothes.
  - 2 I learnt **playing** / to play the piano when I was very young.
  - 3 My parents can't afford **buying** / to buy a new car at the moment.
  - 4 I don't want **eating** / to eat now. I'm not hungry.
  - 5 My teachers love **giving** / to give us more homework for the weekend.

### 4 Complete the sentences with the correct form of the verbs in brackets (gerund or infinitive).

- My brother likes going (go) to bed late.
- 1 I'm not looking forward to \_\_\_\_\_ (get) a job.
  - 2 I didn't enjoy \_\_\_\_\_ (visit) that museum.
  - 3 We've arranged \_\_\_\_\_ (have) the party on Saturday.
  - 4 I've decided \_\_\_\_\_ (buy) my mum some earrings.
  - 5 My teacher spends a lot of time \_\_\_\_\_ (write) on the board.

## EXTRA!

Complete the sentences with a gerund or an infinitive so they are true for you.

- When I leave school, I would like to take a gap year and go abroad.
- 1 I can't afford \_\_\_\_\_.
  - 2 I'm looking forward to \_\_\_\_\_.
  - 3 I always enjoy \_\_\_\_\_.
  - 4 I don't like \_\_\_\_\_.
  - 5 When I was five, I learnt \_\_\_\_\_.

## Language reference

### The first conditional

We use the first conditional to talk about possible situations and their consequences.

- If it rains tomorrow, we won't go to the beach.

We use *if* + subject + present simple for the situation and then subject + *will* / *won't* + infinitive without *to* for the consequence.

#### SITUATION                      CONSEQUENCE

- If I go to the party, I'll have a good time.

If the situation comes first, we use a comma.

- If they don't leave now, they'll be late.

If the consequence comes first, we don't need a comma.

- They'll be late if they don't leave now.

### The second conditional

We use the second conditional to talk about imaginary or improbable future situations and their consequences.

- If I won the lottery, I would travel around the world.

We use *if* + subject + past simple for the situation and then subject + *would* / *wouldn't* + infinitive without *to* for the consequence.

#### SITUATION                      CONSEQUENCE

- If I found a lot of money, I would take it to the police station.

If the situation comes first, we use a comma.

- If we didn't have school, we would play games all day.

If the consequence comes first, we don't need a comma.

- We would play games all day if we didn't have school.

## Gerunds and infinitives

We sometimes use two verbs together in a sentence. The second verb can be a gerund (*-ing* form) or an infinitive.

- I like meeting my friends on Saturdays.
- I want to buy some new shoes.

We use the gerund (*-ing* form) after certain verbs, in particular opinion verbs such as *like*, *dislike*, *don't mind*, *love* and *enjoy*.

- He loves playing cards.

We use the gerund after prepositions.

- Our team is looking forward to playing the final.

We use the gerund as the subject of a sentence.

- Eating fruit is good for you.

We use the infinitive after certain verbs such as *want*, *need* and *decide*.

- I've decided to study history at university.

We use the infinitive after adjectives.

- I'm happy to meet you.

## Wordlist

The world of work	Work verbs
allowance	apply for a job
application form	be unemployed
apprenticeship	claim expenses
benefits	earn a salary
bonus	fill in an application form
conditions	get a job
contract	get a pension
expenses	have a full-time job
job advertisement	have an interview
pay rise	lose a job
pension	sign a contract
promotion	work part-time
salary	
work experience	