

1



IN THIS UNIT YOU LEARN HOW TO:

- ask and answer common questions about jobs
- talk about what you're doing at work at the moment
- talk about arrangements and appointments
- recognise and use collocations
- describe what different jobs involve

SPEAKING

1 Work in pairs. Discuss the questions.

- Look at the photo. What job do you think this person has?
- What do you think this person does during a normal day at work?
- What do you think is good about this job?
- What do you think is bad about it?
- Can you think of three questions to ask this person about their job?

2 Work with a new partner. Discuss the questions.

- Do you work? If yes, what do you do? Do you enjoy it? Why? / Why not?
- If not, what do you want to do in the future?

JOB S



WHAT DO YOU DO?

VOCABULARY Talking about jobs

1 Which of the jobs in the box can you see in the photos? Check you understand the other jobs.

actor	nurse	politician
engineer	photographer	sales manager
journalist	pilot	scientist
lawyer	police officer	soldier

PRONUNCIATION

2 1 Listen to the words in Exercise 1. Notice how the stress is stronger on one syllable than on the others. Underline the stressed syllable in each word. Then listen again and repeat.

actor

3 Work in groups. Discuss these questions.

- Do you know anyone who does any of the jobs in Exercise 1?
- Which of the jobs would you like to do? Why?
- Are there any of these jobs you could never do? Why not?

4 Look at the sentence beginnings in bold in 1–6. Match each sentence with a pair of alternative endings (a–f).

- 1 **I work** in a local hospital.
- 2 **I work** late most nights.
- 3 **I work for** Henning and Schmidt. It's a big law firm.
- 4 **I'm working on** a project for my class.
- 5 **I'm doing** work experience in a school at the moment.
- 6 **I run** my own company.

- a a new product. / a new film.
- b a local paper. / myself.
- c a primary school. / the marketing department.
- d nights. / very long hours.
- e some research. / a training course.
- f a hotel. / my own studio.

5 Work in pairs.

Student A: imagine you have a job in Exercise 1. Say something about the job using language from Exercise 4.

Student B: guess the job.

Student A: if B is wrong, say another sentence about the job.

DEVELOPING CONVERSATIONS

Questions about jobs

We often use fixed questions to ask about different topics. At this point, it's best to just learn the questions as whole sentences – and not to worry about their grammar. You also need to learn some answers as well.

6 Match the common questions about work (1–6) with the answers (a–g).

- 1 What do you do?
 - 2 Where do you work?
 - 3 How long have you worked there?
 - 4 Do you enjoy it?
 - 5 What are the hours like?
 - 6 Do you get on with the people you work with?
- a Yeah, it's good. Sometimes it's a bit boring – like any job – but basically it's fine.
 - b A couple of years. I joined soon after university.
 - c I'm a police officer.
 - d In the local police department in Lyon.
 - e Yeah, they're nice. We often go out together after work.
 - f Not great. I often work nights, so it's hard. It makes family life difficult.

7 Spend two minutes memorising the questions in Exercise 6. Then close your books. Work in pairs, and see if you can remember all six questions.

LISTENING

8 2 Listen to two conversations about work. Which questions from Exercise 6 do they ask in each conversation?

9 2 Listen again. Note down the answers to each question.

10 Work in groups. Discuss these questions.

- Who do you think has the better job? Why?
- Could you work with people in your family? Why? / Why not?
- Do you know anyone who travels a lot because of their job? What do they do? Are they happy?

GRAMMAR

Present simple and present continuous

We generally use two structures to talk about the present – the present simple and the present continuous.

Present simple

*I **travel** around quite a lot.*
*My father **runs** the company.*
*I **don't** really **mind** the travelling.*

Present continuous

*What **are** you **studying**?*
*I'm **doing** a Masters in Marketing.*
*They're **building** a new sports stadium.*

11 Work in pairs. Look at the rules 1–7. Decide which are about the present simple (PS) and which are about the present continuous (PC).

- 1 It describes temporary, unfinished actions.
- 2 It describes something that is generally true.
- 3 It's often used with time phrases like *at the moment*, *this month* and *this week*.
- 4 It's often used with adverbs like *always*, *usually*, *sometimes* and *never*.
- 5 The third person form ends in an -s.
- 6 Negatives are formed with *am / is / are + not + -ing*.
- 7 Questions use *do / does + the infinitive form of the verb (without to)*.

 Check your ideas on page 166 and do Exercise 1.

12 Complete the sentences with the correct form of the verbs. Use the present simple in one sentence and the present continuous in the other.

- 1 **run**
 - a My parents _____ a small family hotel.
 - b I _____ the shop while my boss is on holiday.
- 2 **try**
 - a As a good businesswoman, I always _____ to give my customers what they want.
 - b He _____ to get a job in TV, but it's very competitive.
- 3 **wait**
 - a I _____ to hear if I get the job or not.
 - b I usually _____ about an hour after eating before doing any exercise.
- 4 **do**
 - a I'm very busy because I _____ a course every night after work at the moment.
 - b We _____ most of our business in the United States, so I travel a lot.

13 Work in groups. Discuss the questions. Use the present continuous and present simple.

- 1 What two or three things are you doing at the moment that are different to your normal habits?
I'm not eating chocolate. I'm trying to lose weight.
- 2 What are you working on at the moment – at school or in your job? Is it interesting?
We're studying Business Law. It's a bit boring.
I'm helping to organise a conference. It's good.
- 3 Is any construction work happening where you live?
They're building new houses at the end of my street.

 For further practice, see Exercise 2 on page 166.

CONVERSATION PRACTICE

14 Think about how to answer the questions in Exercise 6 for either your own job or for a job you really want to do in the future. Then have conversations with other students in the class.

 1 To watch the video and do the activities, see the DVD-ROM.

TIME MANAGEMENT

SPEAKING

1 Check you understand the words in bold in the sentences below. Decide if the sentences are true or false for you, and why.

- 1 I am often late for things.
- 2 I often need to **rush** to get to places or to finish things.
- 3 I usually make a **list** of things I need to do during the day.
- 4 I hardly ever do everything I plan to do in a day.
- 5 I always do things which are a **priority** first.
- 6 I often **delay** doing things I don't like doing.
- 7 I never write down any **appointments** or things I **arrange** in a diary.
- 8 I occasionally miss appointments because I forget I have them.
- 9 I sometimes **stay up late** to finish things.
- 10 If I'm finding something very difficult to do, I usually **take a break**.

2 Work in groups. Compare your answers to Exercise 1 and discuss these questions.

- Which are good things to do and which are bad? Why?
- Who manages their time best in your group?
- Do you think you can learn to manage your time and be more efficient? How?

LISTENING

3  Listen to two conversations. The first is between Martin and Tula, the second is between Rachel and her mum. Take notes on the work these people need to do this week.

1 Martin 2 Tula 3 Rachel

4 Work in pairs and compare your ideas. Do you think each speaker manages their time well? Why? / Why not?



5  **3 Listen again and complete the sentences with three words in each space. Contractions like *don't* count as one word.**

- 1 I'm trying to write something for marketing, but I'm _____.
- 2 Hey, _____, are you going to that training session on Friday?
- 3 It said all _____ have to attend.
- 4 It's probably a _____ then.
- 5 I'm going. Can you do _____ things for me?
- 6 The washing machine's on. _____ the clothes outside?
- 7 You need to _____, my girl. You're nineteen, not a child!
- 8 Yeah, but you _____ your work. And anyway, you're my mum.

6 Work in pairs. Discuss the questions.

- Do you think either of the conversations could happen in your country? Why? / Why not?
- What do you think is good or bad about working in an office?
- What things stop you from doing work?
- How much housework do you do?
- How much time do you have to relax? What do you do?
- Do you think you have a good balance between work and relaxation? Why? / Why not?

GRAMMAR

Present simple and present continuous for the future

We can use both the present simple and the present continuous to talk about the future.

7 Decide if these sentences refer to the future or not. When do you think we use the present continuous to talk about the future, and when do we use the present simple?

- 1 *I'm just answering some emails.*
- 2 *I'm meeting a customer at twelve.*
- 3 *I'm trying to watch this.*
- 4 *I'm giving that presentation on Friday.*
- 5 *Are you going to that training session tomorrow?*
- 6 *I've got an appointment with the dentist at one.*
- 7 *I've got a test tomorrow.*
- 8 *I often need to rush to get to places or finish things.*
- 9 *I need to leave at eight.*
- 10 *I work all day and then do housework.*

 Check your ideas on page 166 and do Exercise 1.

8 Make a list of things to do each day this week. Include the following.

- any appointments and arrangements you have
- things you need to do at work or college
- housework or other things you need to do
- plans you have to go anywhere

9 Work in groups and explain your plans. Find out the following.

- Who has a very busy week?
- Who has a very quiet week?
- Who has a lot of social events this week?
- Who is doing something really interesting?
- What's the main priority for each person this week?
- When can you all meet to do something?

 For further practice, see Exercise 2 on page 167.

UNDERSTANDING VOCABULARY

Collocations

Collocations are two or more words that we often use together. For example, on these pages you learned the word *appointment*. In English, we *make* or *arrange* an *appointment* and sometimes we *miss* an *appointment* (we forget to go or we're late); we *have* / *have got* an *appointment with the dentist*. Sometimes you can't arrange to do something because you *have a previous appointment* (one you made before).

Don't learn just the word *appointment*. Try to learn some verbs, adjectives or phrases that usually go with the noun. It's a good idea to learn words together because:

- it can help you hear and read more quickly.
- it's easier to use the word correctly.
- you see more words more often – and remember more.

10 Complete each group of collocations with one word from the box.

contract	interview	job	meeting
priority	project	staff	training

- 1 apply for a ~ / lose my ~ / have a well-paid ~ / a part-time ~
- 2 employ part-time ~ / need more ~ / train the ~ / friendly and efficient ~
- 3 have a job ~ / the ~ went badly / a phone ~ / a hard ~
- 4 need more ~ / give ~ / attend staff ~ / get basic ~
- 5 arrange a ~ / go to a ~ / have a staff ~ / a positive ~
- 6 (not) be a ~ / make it a ~ / agree what the ~ is / my main ~
- 7 have (got) a temporary ~ / sign the ~ / my ~ ends / agree a new ~
- 8 manage a ~ / work on a new ~ / a big ~ / launch a new ~

11 Work in pairs. Say one more collocation for each of the nouns in Exercise 10.

12 Work in groups. Discuss the questions.

- Do you know anyone with a well-paid job?
- Do you know anywhere that needs more staff? Why?
- Do you think phone interviews are good? Why? / Why not?
- Do you know anyone who gives training? What in?
- Do you ever go to meetings? What about?
- Do you know anyone on a temporary contract?

ALL WORK, NO PAY

SPEAKING

- 1 **Work in pairs. Make a list of all the different kinds of work people do for no money.**
- 2 **Compare your list with another pair. Then discuss these questions in your group.**
 - Why do you think people do these different kinds of work?
 - Do you know anyone who does any unpaid work?
 - Do you think people should earn money for any of these different kinds of work? Why? / Why not?

READING

- 3 **Read the article on page 13 about three people who are working for no money. Answer these questions.**
 - 1 What kind of work is each person doing?
 - 2 Why are they doing this work?
 - 3 How do they feel about working for no money?
 - 4 What are their plans for the future?
- 4 **Work in pairs. Can you remember which of the three people mentioned each of the things below and why?**

Sulochana mentioned a website. Her organisation is planning to start a website to tell people about their situation.

- 1 a website
 - 2 going on strike
 - 3 it's a competitive area
 - 4 got bored
 - 5 a fixed salary and a pension
 - 6 has a really positive attitude
 - 7 making coffee
 - 8 building the nation
 - 9 advising
 - 10 a new German film
 - 11 my contract ends
 - 12 the company is exploiting me
- 5 **Read the article again and check your ideas from Exercise 4.**
 - 6 **Work in groups. Discuss these questions.**
 - Do you agree that companies that don't pay young workers are exploiting them? Why? / Why not?
 - Is voluntary work common in your country? What kind is most common?
 - Do you agree that housewives play an important role in building the nation? Why? / Why not?

VOCABULARY Activities at work

- 7 **Complete the sentences with the present continuous form of the verbs in the boxes.**

advise	do	negotiate	organise	teach
--------	----	-----------	----------	-------

- 1 I _____ currently _____ the government on how to improve hospitals.
- 2 This week I _____ some training with some new people. I _____ them how to sell over the phone.
- 3 I _____ a big party for a car company. They're launching a new car soon.
- 4 We _____ a big deal with a Chinese media company.

attend	do	give	install	work on
--------	----	------	---------	---------

- 5 I _____ currently _____ some research on why people forget things.
- 6 I _____ a new collection of dresses for Milan fashion week.
- 7 I _____ a new kitchen in an apartment in town.
- 8 I _____ a conference this week. I _____ a talk on time management.

- 8 **Work in pairs. Try to think of:**

- 1 two more things you can **teach** people **how to** do.
- 2 two more things people sometimes **organise**.
- 3 two more things people **do research on**.
- 4 two more things people sometimes **install**.
- 5 two more things people sometimes **give talks on**.

- 9 **Choose three things from Exercises 7 and 8 that you sometimes do. Tell your partner about them.**

A: *I attend conferences for work once or twice a year.*

B: *Really? Do you give talks?*

A: *No. I just listen, and try to learn.*

SOUNDS AND VOCABULARY REVIEW

- 10 **▶ 4 Listen and repeat the sounds with /t/ and /d/. Are any of them difficult to hear or say?**
- 11 **▶ 5 Work in groups. Listen to eight sentences using the words below. Together, try to write them down. Then listen again and check.**

appointment	training	staff	test
delay	department	depend	develop

- 12 **Work in teams. You have three minutes to write collocations or phrases for the words in Exercise 11.**

*a **training** course, a **training** session, need more **training***

THERE'S NO MONEY IN IT



CLAUDIA, MUNICH, GERMANY

I graduated in Munich two years ago with a degree in Media Studies. After that, I applied for lots of jobs in film and television. I know it's a competitive area, but I didn't get any interviews! Not one! Everyone wanted me to have work experience, but how can you get work experience if nobody gives you a job?

In the end, I took unpaid work with a public relations company. To begin with, I hated it. I only did boring jobs like making coffee for people and photocopying, but recently I've started doing more interesting things. At the moment, I'm organising the European distribution of a new German film.

I'm not happy about working for no money, and sometimes I think the company is exploiting me, so I'm looking for other work. I can't live without pay for another year!



JEROME, SIERRA LEONE

I worked as a doctor in a small town in Switzerland for almost thirty years and I retired five years ago. To begin with, I enjoyed it, but I soon got bored. Then I saw an advertisement for Voluntary Service Overseas (VSO) and applied. They offered me a job working in Sierra Leone and I moved here nine months ago. They paid for my flight and they pay my rent, but basically I'm working for nothing.

I'm not complaining, though. It's amazing! I'm having the best time of my life. Life can be very hard for people here, but everyone has a really positive attitude. Now, I'm doing some training with local doctors and advising them on how to improve services. My contract ends in three months, but I'm planning to stay here for another year, if I can.



SULOCHANA, KERALA, INDIA

I'm a housewife but I'm also working for an organisation that's fighting for women's rights. I don't get paid, but I don't mind because we're hoping to make our government pay housewives like me a fixed salary and a pension for the work we do in the home. Venezuela did something similar a few years ago.

Women play an important role in building the nation. Without mothers and wives at home, men need to do more work – and this takes more energy. But men don't understand this and that's why we're organising ourselves.

We're planning to start a website to tell more people about our situation and we're also thinking of stopping work and going on strike. Let's see how men survive on their own then!

