

Work: duties, pay and conditions

A

What do you do?

People may ask you about your job. They can ask and you can answer in different ways:

NOTE

You can also say: **I haven't got a job.**
(NOT I haven't got a-work.)

What do you do?

I'm a banker/an engineer/a builder. (I'm + 'a(n)' + job)

What's your job?

I work in a bank/marketing. (work in + place or type of work)

What do you do for a living?

I work for UnionBank/Fiat. (work for + name of company)
(= I'm employed by Union Bank/Fiat, etc.)
I'm self-employed. (= I work for myself.)

B

What does that involve?

NOTE

We often use **responsible for/in charge of** for part of something, e.g. a department or some of the workers; and **run** for control of all of something, e.g. a company, a shop, a course, etc.

When people ask you to explain your job, they want to know your **responsibilities** (= your duties/what you have to do), or something about your **daily routine** (= what you do every day). They can ask like this: **What does that involve?** (= What do you do in your job?)

General duties/responsibilities

I'm in charge of/responsible for security in the factory. (= the place where a product is made)

I deal with/handle customer complaints. (= take all necessary action when customers are unhappy)

I run the coffee bar in the museum. (= I am in control of it/I manage it)

Daily duties/routines

I have to go to/attend (fml) a lot of meetings.

I visit/see/meet clients. (= people I do business with, who pay for my service)

I advise clients. (= give them help and my opinion)

My job involves travelling. [Notice the *-ing* form after involve.]

C

Working hours

For many people in Britain, **working hours** are 8.30–9.00 am to 5.00–5.30 pm, so people often talk about a **nine-to-five job** (= regular working hours). Some people **do flexitime** (= they can start work earlier or finish later); and some **do shiftwork** (= work at different times, e.g. during the day one week, at night the next). Some people **work/do overtime**. (= work extra hours for more money)

D

Pay and conditions

Most workers are **paid** (= receive money) every month. This is called a **salary**. We can also use the verbs **earn/make**, e.g. I **earn/make** \$60,000 a year. (= My salary is \$60,000 a year.)

Some people are paid for the hours they work. The lowest amount for one hour's work is called the **minimum wage**. This amount is decided by the government.

With most jobs you get **4–6 weeks' paid holiday**; you also get **sick pay**. (= pay when you are ill)

The total amount of money you receive in a year is called your **income**. This could be your salary from one job, or the salary from two different jobs. You have to **pay** part of your income to the government; this is called **income tax**.

Exercises

69.1 Match words on the left and right to form compound nouns or phrases.

- | | |
|------------|---------|
| 1 nine-to- | a time |
| 2 working | b tax |
| 3 flexi- | c wage |
| 4 income | d five |
| 5 minimum | e hours |

69.2 Match the verbs on the left with the nouns on the right. Use each verb once only.

- | | |
|-------------|------------------|
| 1 earn | a overtime |
| 2 work | b meetings |
| 3 deal with | c a shop |
| 4 attend | d complaints |
| 5 run | e £2,000 a month |

69.3 Rewrite these sentences starting with the words given. The meaning must stay the same.

Example I'm a banker.
I work in *banking*.

- What do you do?
What's
- I'm employed by the government.
I work
- I earn \$50,000.
My
- I get £20,000 from my teaching job and another £10,000 from writing.
My total
- In my job I look after all the computers in the building.
My job involves
- I'm responsible for one of the departments.
I'm in

69.4 This is part of a conversation with a teacher about her job. Write the missing questions.

- | | |
|----------|--|
| A: | ? B: I start at nine and finish at four. |
| A: | ? B: Yes, a bit. On certain courses I work until 5.30. |
| A: | ? B: 12 weeks. That's one of the good things. |
| A: | ? B: Yes, we do, but we have to have a doctor's note. |

69.5 What about working conditions in your country?

- What are normal working hours for most office jobs in your country?
- How much income tax do most people pay, e.g. 10% or 20% of what they earn?
- Do workers normally get paid holidays? If so, how many days do they usually get?
- Is there a minimum wage decided by the government? If so, how much is it?
- What jobs often involve shiftwork in your country? (Give at least two examples.)

69.6 Think about your own job or the job of someone you know well. How many of the things on the opposite page are true in your country? How is the work different? Can you explain your/their responsibilities and daily duties in English?

A Manual jobs

These are jobs where you work with your hands, and these are all **skilled**. (= need a lot of training)



bricklayer
(builds walls
with bricks)



carpenter
(makes things
using wood)



plumber
(installs and
repairs water
pipes, etc.)



electrician
(installs and repairs
electrical things)



mechanic
(repairs cars)

B Professional people

<i>job</i>	<i>definition</i>
architect	designs buildings
lawyer	represents people with legal problems
engineer	plans the building of roads, bridges, machines, etc.
accountant	controls the financial situation of people and companies
university lecturer	teaches in a university
stockbroker (on the stock market)	buys and sells stocks and shares (e.g. on Wall Street)
sales/personnel manager	responsible for sales or personnel staff

C The medical profession

Doctors, nurses and surgeons (= specialist doctors who **operate on** people) work in hospitals. GPs (= general practitioners – doctors who treat people with general problems), dentists and vets (= animal doctors) work in places we call **surgeries**. All of these people **treat** (= give medical help, e.g. advice, medicines) and **look after** (= care for/take care of) people or animals.

D The armed forces and the emergency services

My cousin joined/went into the army when he was 18.



soldier
(in the army)



sailor
(in the navy)



pilot
(in the air
force)



police officer/
policeman/policewoman
(in the police force)



firefighter/fireman
(in the fire brigade)

Exercises

70.1 Write down one job from the opposite page that would probably be impossible for these people.

- 1 Someone who didn't go to university *doctor*
- 2 Someone with very bad eyesight (= cannot see very well)
- 3 Someone who is always seasick on a boat
- 4 Someone who understands nothing about cars
- 5 Someone who will not work in the evening or at weekends
- 6 Someone who is afraid of dogs
- 7 Someone who is afraid of heights and high places
- 8 Someone who is terrible at numbers and maths
- 9 Someone who doesn't like to see blood (= the red liquid in your body)
- 10 Someone who is a pacifist (= is anti-war)

70.2 Complete these definitions.

- 1 A university lecturer *teaches in a university*
- 2 An architect
- 3 An accountant
- 4 A vet
- 5 A lawyer
- 6 An engineer
- 7 A bricklayer
- 8 A stockbroker
- 9 A mechanic
- 10 A surgeon

70.3 Respond to the statements below, as in the example.

Example A: She's a police officer.

B: *Really? When did she join the police force?*

- 1 A: She's a soldier.
B:
- 2 A: He's a sailor.
B:
- 3 A: He's a fighter pilot.
B:
- 4 A: He's a fireman.
B:

70.4 You have just bought a piece of land and you are planning to build a house on it. Write down at least six people from the opposite page that you may need to help you. What would you need their help for?

Example A bricklayer to build the walls

70.5 Write a list of friends, relatives and neighbours who have jobs. What does each person do?

Example My uncle Jim's an engineer. His wife is an accountant.

A Getting a job

When Paula left school, she **applied for** (= wrote an official request for) a job in a local company. They gave her a job as a **trainee** (= a very junior person in a company). She didn't **earn** much (= didn't get much money/she had a **low salary**), but they gave her **in-house training** (= the company gave her help and advice to become better), and she **went on/did** several **training courses**.

B Moving up

Paula worked hard and her **prospects** (= future possibilities in the job) looked good. Her **manager/boss** (*infml*) was very pleased with her progress and she soon got a good **pay rise** (= more money every week/month). After two years she **was promoted** (= was given a higher position with more money and responsibility). After five years she was **in charge of** (= the boss of) a department with five **employees** (= workers) **under her**. (= under her control)

employer (= person who employs); **employee** (= worker)

trainer (= person who gives training); **trainee** (= person who receives training)

C Leaving the company

By the time Paula was 30, she decided she wanted a **fresh challenge** (= a new exciting situation) and a **career change** (= to work in a different kind of job). She wanted to **work abroad** (= work in another country), so she **resigned** (= officially told the company she was **leaving her job**; also **quit** *infml*) and started **looking for** another job. After a month she got a job with an international company which **involved** (= included) a lot of foreign travel. She was very excited about this and at first she really enjoyed it, but ...

D Hard times**NOTE**

Paula didn't **have a job** for nine months. (NOT She didn't have a ~~work~~.)

After six months, Paula started to dislike the travelling and living in hotels. She didn't do well in the job either. After a year the company **dismissed/sacked** her (= told her to leave), and Paula found life difficult. She was **unemployed/out of work** (= without a job) for nine months until she got a **part-time job** (= working only part of the day or week) in the kitchen of a restaurant.

**E** Happier times

Paula loved the restaurant. She enjoyed learning to cook, and two years later she **took over** (= took control of) the restaurant. After a year, she opened a second one, and after 20 years she had 10 restaurants. Last year Paula **retired** (= stopped working completely) at the age of 50, a rich woman.

Exercises

71.1 Write a synonym (= word with a similar meaning) for each of these phrases.

- 1 sack someone = *dismiss* someone
- 2 out of work =
- 3 leave a company =
- 4 be given a better position in a company = be
- 5 future possibilities in a job =
- 6 stop working (often at 60 or 65) =
- 7 workers in a company =
- 8 take control of something (e.g. a company) =

71.2 Find the logical answer on the right for each of the questions on the left.

- | | |
|----------------------------------|--|
| 1 Why did they sack her? | a Because she was 60. |
| 2 Why did they promote her? | b Because she was late for work every day. |
| 3 Why did she apply for the job? | c Because she needed more training. |
| 4 Why did she retire? | d Because she was out of work. |
| 5 Why did she resign? | e Because she was the best person in the department. |
| 6 Why did she go on the course? | f Because she didn't like her boss. |

71.3 Complete these sentences with a suitable word.

- 1 He's not happy in his own country. He wants to work
- 2 I don't want a full-time job. I'd prefer to work
- 3 She'd like to go on another training
- 4 I'm bored in my job. I need a fresh
- 5 At the end of this year we should get a good pay
- 6 She's got more than a hundred workers under
- 7 I didn't know he was the new manager. When did he take
- 8 I know it's not a great job. How much does she ?

71.4 Complete the table. Use a dictionary to help you.

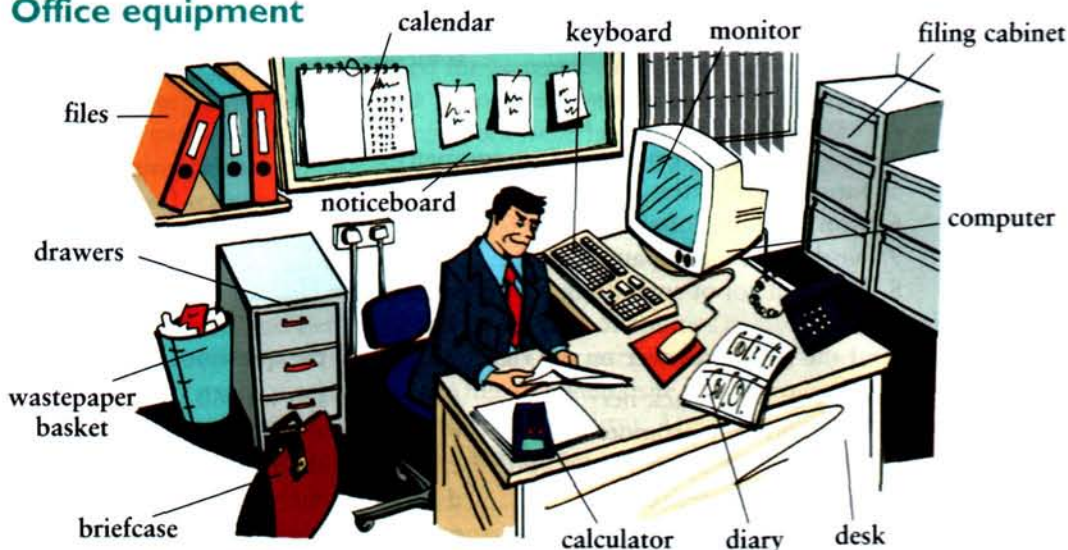
<i>verb</i>	<i>general noun</i>	<i>person</i>
manage	<i>management</i>	
promote		-
employ		/.....
resign		-
retire		-
train		/.....

71.5 Have you got a job in a company? If so, answer these questions as quickly as you can. If possible, ask another person the same questions.

- 1 Are you responsible for anything or anyone?
- 2 Have you had much training from the company?
- 3 Have you been on any training courses?
- 4 Have you been promoted from the time you started your job?
- 5 Do you normally get a good pay rise at the end of each year?
- 6 What do you think about your future prospects in the company?

A

Office equipment



B

Office work

Brian works for a company which **produces** (= makes/ *manufactures fml*) furniture. He works in an office, opposite the **factory** where the furniture is made. This is how he spends his day:

He **works at a computer** most of the time, where he **types** [see picture] letters and reports, and **sends** lots of **e-mails**.

He **sends invoices** (= paper showing products sold and the money to pay) to customers, and **does** quite a lot of **paperwork**, e.g. **filing reports** (= putting them in a file/ filing cabinet), etc.

Occasionally he **shows people round the factory**.

He has to **make appointments** for his boss and put them in the diary. He also **arranges meetings** for managers from different departments and types the **agenda** (= list of things to discuss at a meeting). Sometimes he has to **attend** (= go to *fml*) meetings and **take the minutes**. (= write down everything that is said during the meeting)



C

Office problems

Like most people who work in an office, Brian has his problems. This is how he explains them.

The **photocopier** is **broken**.

The **printer** **isn't working**.

We've **run out of paper**. (= the paper is finished) The computer's **down** (= not working) at the moment.

One of my **colleagues** (= people you work with) is off (= not at work) today and we've got **loads of work** (= a lot of work *in fml*) to do.



Exercises

72.1 Find the best noun in the box to complete each of the sentences.

e-mail	work	letter	minutes	visitors
appointment	computer	meeting	reports	drawer

- I've got loads of work to do today.
- I made an to see their managing director next week.
- The pens are in the top of my desk.
- Could we arrange the for next Thursday?
- The was down this morning, so I couldn't do anything.
- I sent her an yesterday but she hasn't replied.
- Have you filed those yet?
- Could you type a for me to send to the bank?
- I'm busy tomorrow. I have to show some round the factory.
- Who took the of yesterday's meeting?

72.2 Complete the compound noun in each sentence.

- I told him to put the details on the **notice**.....
- He put most of the stuff in the **filing**
- I'm sure I put those reports in my **brief**.....
- It's a very boring job and I spend most of my time doing general **paper**.....
- I threw all that stuff in the **wastepaper**

72.3 Rewrite these sentences. Replace the underlined words with the correct form of the word on the right. Add any other words that are necessary, but the meaning must stay the same.

- | | | |
|--|--------|---------|
| 1 My secretary <u>isn't here</u> today. | is off | OFF |
| 2 The photocopier <u>is broken</u> . | | WORK |
| 3 We <u>are very busy</u> today. | | LOADS |
| 4 <u>There's a problem with</u> the computer. | | DOWN |
| 5 We <u>don't have any more</u> paper for the photocopier. | | RUN OUT |

72.4 What words from the opposite page are being defined here?

- People you work with. colleagues
- Something you put on a wall which tells you the date.
- A book where you often write down all your appointments and things you have to do.
- A piece of paper which shows the products a customer bought and the money to pay.
- A building where things (e.g. cars or computers) are made.
- A list of things to discuss at a meeting.

72.5 Have you got a job? If so, are these statements true for you at work? If you haven't got a job, answer the questions about someone you know well. Compare your answers with a partner if possible.

I work at a computer a lot of the time.	I have to do a lot of paperwork.
I use e-mail a lot.	I show people round my workplace.
I arrange meetings.	I attend quite a lot of meetings.

A Banks and business

Companies often borrow money from banks to **finance** (= pay for) **investments** (= things they need to buy to help the company in future, e.g. machines). This money is called a **loan**, and companies have to **pay interest** on it, e.g. if you borrow £1,000 for a year, and the **interest rate** is 10%, then you have to **pay back** £1,000 + £100 in **interest**.

B Profit and loss

The **main aim/objective** of a company (= most important thing for a company to do) is to **make a profit** (= receive more money than it spends; *opp* **make a loss**). If a company does not make a profit or a loss, it **breaks even**. For example:

Most new companies are happy if they **break even** in their first year of business.

Companies receive money from selling their products (this money is called the **turnover**), and they spend money (called the **expenditure**) on these things: **raw materials** (= materials in their natural state, e.g. coal and oil are important **raw materials** used to make plastics), and **overheads** (= things a company must always spend money on, e.g. rent, electricity, etc.). For many companies, **labour costs** (= money paid to workers) are very expensive.

C Rise and fall

These verbs describe **trends** (= movements) in sales, prices, profit and loss, etc.

NOTE

Rise, increase and **fall** are also used as nouns. For example:
a **rise of** 10% ('of' introduces the amount);
a **fall of** \$3.5 million; an **increase in** sales ('in' introduces the thing that is changing);
a **fall in** profits.

↑
rise/go up/increase

↗
e.g. rise slowly
(also gradually)

↗
go up steadily

↗
rise sharply

↓
fall/go down/drop

↘
e.g. fall slowly

↘
fall steadily

↘
drop sharply

Notice the different uses of prepositions with these verbs:

by + size of change

Pre-tax profits **rose by** 11% (to £120 million).

from + previous level

Prices dropped **from** \$594 to \$386.

to + new level

D Businesses and the economy

Most companies want:

to grow/expand (= get bigger) and **be successful** (= do well and make a lot of profit); **low inflation**, so prices do not go up; **low interest rates** to borrow money; **economic and political stability** (= no quick changes in the economic/political situation); a **healthy/strong economy** (= an economy in good condition; *opp* an economy in **recession**); **tax cuts** (= tax reductions/lower taxes), so they can keep more of their profit.

Exercises

73.1 What single word or phrase is being defined in each of these sentences?

- 1 Money you borrow from a bank for your business.
- 2 What you must pay the bank if you borrow money.
- 3 The continuous increase in the price of things.
- 4 Total amount of money a company receives from selling its products.
- 5 When a company does not make a profit or a loss.
- 6 Money that a company spends on rent, electricity, paper, etc.

73.2 Complete the missing preposition in these sentences.

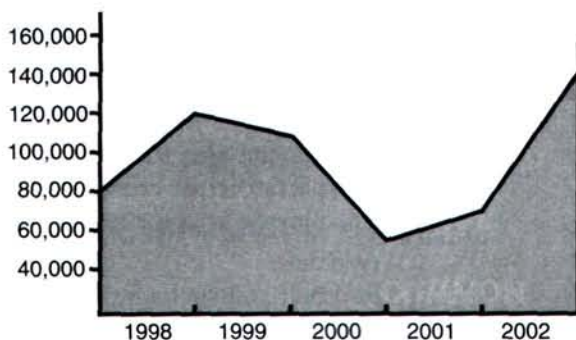
- 1 Sales rose 10% last year.
- 2 The stock market value fell 240 225 in the space of two days.
- 3 There was a rise 5% in the value of the shares.
- 4 The shares were £2.50 last week, but the value has just gone up 20p £2.70.
- 5 There has been a steady increase the profit.
- 6 We had to pay over £5,000 interest.

73.3 Replace the underlined word(s) with another word or phrase that has the same meaning.

After last year when sales (1) dropped by 5%, I am pleased to say there has been a (2) slow rise in sales in the first quarter of this year, and we are optimistic that the company will continue to (3) do well in the next quarter. In the longer term, our (4) objective for the company is to (5) grow by at least 10% over the next two years, and of course, to make sure that our profit (6) increases by a similar amount.

73.4 Look at the graph and complete the sentences on the left. Each gap is one word.

- 1 In 1998 sales
- 2 In the following year they
- 3 In 2000 there was a in sales.
- 4 In 2001 business improved and there was a
- 5 And in 2002 sales
- 6 In the five-year period sales by



73.5 Complete the compound words or common phrases. There may be more than one answer.

- | | |
|--------------------|-------------------|
| 1 profit and | 4 raw |
| 2 rate | 5 a healthy |
| 3 tax | 6 stability |

73.6 Can you answer these questions about your own country?

- 1 What is the inflation rate at the moment?
- 2 If you borrow money from the bank, what is the interest rate approximately?
- 3 What is the state of the economy at the moment? Is it strong? Is it in recession?

Unit 67

- 67.1** 2 junction 3 keep going 4 turn 5 get (also come) 6 school
7 turn right 8 Maldon 9 on 10 after
- 67.2** 1 accident 2 service 3 injured; damaged
4 blocked; tailback (also traffic jam) 5 pavement 6 broke down
7 overtook 8 crashed 9 pedestrians
- 67.3** 1 You can't park/wait 2 50 mph is the speed limit 3 You can't turn right
4 There is only one lane 5 End of motorway 6 Car park
7 Traffic lights 8 Low bridge 9 Roadworks

Unit 68

- 68.1** 1 ride 2 get in 3 fare 4 run
5 fly 6 timetable 7 get 8 missed
- 68.2** *Possible answers:*
1 bus fare; train fare; air fare; taxi fare
2 get on the bus; get on the coach; get on the train; get on the plane
3 bus station; railway station; coach station
4 bus driver; train driver; taxi driver; van driver; lorry driver
5 get in the car; get in the taxi; get in the van; get in the lorry (People also sometimes say 'get in the bus' or 'get in the train'.)
6 train journey; bus journey; car journey; coach journey
- 68.3** 1 coach 2 van 3 lorry 4 motorbike 5 bike/bicycle
- 68.4** 1 platform 2 bus stop 3 full (up) 4 pilot
5 punctual 6 queue 7 journey 8 due

Unit 69

- 69.1** 1d 2e 3a 4b 5c
- 69.2** 1e 2a 3d 4b 5c
- 69.3** 1 What's your job?
2 I work for the government.
3 My salary is \$50,000.
4 My total income is £30,000.
5 My job involves looking after all the computers.
6 I'm in charge of one of the departments.
- 69.4** A: What are your working hours?
A: Do you do/work any overtime?
A: How much holiday/how many weeks holiday do you get?
A: Do you get sick pay?

Unit 70

- 70.1** *Possible answers:*
2 a pilot 3 a sailor 4 a mechanic 5 a police officer
6 a vet 7 a firefighter 8 an accountant 9 a doctor, nurse, surgeon, or vet
10 someone in the army, navy or air force

- 70.2** 2 designs buildings 3 controls the financial situation of people and companies
 4 treats animals 5 represents people with legal problems
 6 plans the building of roads, bridges, machines, etc. 7 builds walls
 8 buys and sells shares 9 repairs cars 10 operates on people
- 70.3** 1 Really? When did she join the army? 2 Really? When did he join the navy?
 3 Really? When did he join the air force? 4 Really? When did he join the fire brigade?

70.4 Possible answers:

an architect to design the house
 a lawyer to give legal advice
 a carpenter to make cupboards and fit doors
 a plumber to fit the kitchen and bathroom
 an electrician to do all the electrical work
 an accountant to calculate how much everything will cost

Unit 71

- 71.1** 2 unemployed 3 resign/quit 4 promoted
 5 prospects 6 retire 7 employees 8 take over
- 71.2** 1b 2e 3d 4a 5f 6c
- 71.3** 1 abroad 2 part-time 3 course 4 challenge
 5 rise 6 her 7 over 8 earn/get

71.4

verb	general noun	person
manage	management	manager
promote	promotion	–
employ	employment	employer (boss)/employee (worker)
resign	resignation	–
retire	retirement	–
train	training	trainer (gives the training)/trainee (receives it)

Unit 72

- 72.1** 2 appointment 3 drawer 4 meeting 5 computer
 6 e-mail 7 reports 8 letter 9 visitors 10 minutes
- 72.2** 1 noticeboard 2 filing cabinet 3 briefcase
 4 paperwork 5 wastepaper basket/bin
- 72.3** 2 The photocopier isn't working.
 3 We've got loads of work today.
 4 The computer is down.
 5 We've run out of paper for the photocopier.

- 72.4** 2 calendar 3 diary 4 invoice 5 factory 6 agenda

Unit 73

- 73.1** 1 loan 2 interest 3 inflation 4 turnover 5 it breaks even 6 overheads

73.2 1 by 2 from; to 3 of 4 to 5 in 6 in

73.3 1 fell 2 gradual 3 be successful 4 aim 5 expand 6 goes up/rises

73.4 1 rose 2 fell slightly 3 sharp fall
4 steady rise 5 rose sharply 6 rose by 60,000

73.5 1 loss 2 interest/inflation 3 cut/increase
4 materials 5 economy 6 political/economic

Unit 74

74.1

<i>infinitive</i>	<i>past tense</i>	<i>past participle</i>
win	won	won
lose	lost	lost
beat	beat	beaten
catch	caught	caught
draw	drew	drawn

74.2 head it; pass it; catch it; throw it; hit it; kick it; drop it

74.3 Possible answers:

- 1 tennis, table tennis, baseball, hockey, squash, cricket, golf
- 2 football, rugby, American football, basketball, volleyball
- 3 rugby, American football, cricket, baseball, basketball, football (goalkeeper only)
- 4 football, rugby, American football
- 5 football

74.4 1 score/result 2 beat 3 drew 4 stadium
5 spectators/crowd 6 winner(s) 7 leading 8 latest

74.5

<i>sport</i>	<i>place</i>	<i>equipment</i>
football	pitch	boots, training shoes, net, whistle
tennis	court	training shoes, racket, net
golf	course	clubs

Unit 75

75.1

<i>sport</i>	<i>place</i>	<i>equipment</i>
swimming	pool	trunks, costume
motor racing	circuit	crash helmet
ice hockey	rink	sticks, skates, puck

75.2 1 do 2 play 3 join 4 support
5 gave up/stopped 6 go 7 take up 8 get/be/keep

75.3 2 fit 3 climbing 4 opposite 5 seriously
6 hockey 7 racing 8 up 9 gym/pool 10 you/me

Unit 76

76.1 1 stalls 2 C 3 yes 4 yes

70 Jobs

1 Asking about someone's job

Two common questions to ask about someone's job are:

What do you do?

or *What do you do for a living?*

You start your answer by explaining the general area in which you work. For example:

I work in the tourist industry.

Match the beginnings of the sentences with the groups of endings below:

- | | |
|---------------|--|
| 1. I'm | a. an (oil) company.
a firm of accountants.
IBM. |
| 2. I work for | b. advertising.
the (financial) sector.
the (fashion) industry. |
| 3. I work in | c. a consultant with a
(software company).
in the (catering) industry.
self-employed. |

If you are talking about someone else and you don't know exactly what they do, you can say:

She's some kind of financial adviser.

She's something to do with newspapers.

Here are some more words you can use with company or industry:

- | | | |
|-----------------|----------------|-----------|
| | publishing | |
| | television | |
| | insurance | |
| I work for a(n) | pharmaceutical | company. |
| | computer | |
| | engineering | |
| | electronics | |
| | travel | |
| | banking | |
| | motor | |
| I work in the | construction | industry. |
| | oil | |
| | film | |
| | tourist | |

2 Areas of work

Match the description with the area of work:

1. You work for a big department store.
 2. You deal with insurance, pensions, loans, etc.
 3. You work for an advertising agency.
 4. You're responsible for a company's sales strategy.
 5. You work with computers and telecommunications.
 6. You deal with your company's clients.
- a. I'm in IT.
 - b. I'm in marketing.
 - c. I'm in financial services.
 - d. I'm in customer services.
 - e. I'm in retail.
 - f. I'm in advertising.

3 Office jobs

Match the job description with the position:

1. The person who welcomes visitors and deals with their enquiries.
 2. The person who deals with any problems with the staff.
 3. The person who does general jobs in an office.
 4. The person who assists the managing director.
- | | |
|----------------------|----------------------------|
| a. admin assistant | c. receptionist |
| b. personnel manager | d. PA (personal assistant) |

4 Factory jobs

Match the job description with the position:

1. (S)he is responsible for selling the goods.
 2. (S)he is responsible for making the goods.
 3. (S)he is responsible for testing samples as the goods are produced.
 4. (S)he is in charge of a team of workers.
 5. The boss!
- a. quality controller
 - b. managing director
 - c. supervisor
 - d. sales manager
 - e. production manager

5 Skilled manual jobs

Match the following definitions with the jobs:

1. They build the walls of houses.
2. They install and repair pipes.
3. They work with wood.
4. They repair cars.
5. They install wiring and sockets.

- | | |
|--------------------------|----------------|
| a. mechanics | d. plumbers |
| b. electricians | e. bricklayers |
| c. carpenters or joiners | |

6 The professions

Certain traditional jobs are professions: the medical profession, the legal profession, the nursing profession and the teaching profession.

Match these jobs with the definitions:

- | | |
|---------------|-------------------------------------|
| 1. Teachers | a. treat sick animals. |
| 2. Doctors | b. perform operations in hospital. |
| 3. Dentists | c. help look after patients. |
| 4. Barristers | d. deal with routine legal work. |
| 5. Solicitors | e. look after your teeth. |
| 6. Nurses | f. present criminal cases in court. |
| 7. Vets | g. treat patients at their surgery. |
| 8. Surgeons | h. give children an education. |

Lawyer is a general word for both solicitors and barristers. In Britain only a barrister is allowed to address the court in the most important courts.

7 The emergency and armed services

Use these words in the sentences below:

- | | | |
|-------------|----------------|--------|
| firefighter | police officer | pilot |
| soldier | paramedic | sailor |

1. John's a in the Royal Navy.
2. He's a in the fire brigade.
3. He's a in the ambulance service.
4. I'm joining the army to become a
5. My father was a in the air force.
6. He's a senior

8 Two-word jobs

Match a word on the left with a word on the right to make the name of a job:

- | | |
|------------|---------------|
| 1. lorry | a. cleaner |
| 2. shop | b. instructor |
| 3. window | c. assistant |
| 4. bank | d. clerk |
| 5. driving | e. driver |

Do the same with these:

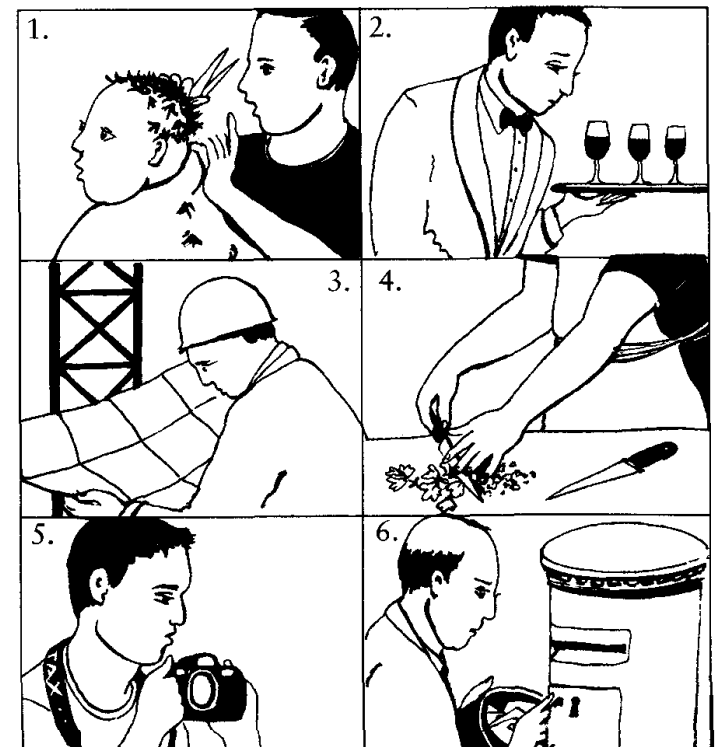
- | | |
|-------------|-----------|
| 6. taxi | f. worker |
| 7. traffic | g. guard |
| 8. security | h. warden |
| 9. social | i. agent |
| 10. estate | j. driver |

Use your dictionary if necessary, then translate each of the jobs into your own language.

9 Other jobs

Match the words with the pictures:

- | | | |
|-------------|---------|--------------|
| chef | postman | photographer |
| hairdresser | waiter | architect |



71 Employment

1 Looking for a job

Use the words below to complete the text:

qualifications	experience	section
application	interview	CV

I thought it would be quite easy to find a job when I left school, but it's been really difficult. I look through the job (1) in the local paper every week, but everybody seems to want people with lots of (2) and I didn't do very well at school. I've sent my (3) to dozens of companies in the local area but nobody has got back to me. I must have filled in at least thirty (4) forms and I've only had one reply. I went for an (5) last week but it didn't go very well – they said they wanted someone with more (6), but I've never had a job! Sometimes I wonder if I'll ever find anything.

In the United States a CV is called a résumé.

2 Applying for a job – verbs

Use the correct form of these verbs to complete the sentences:

offer	send it off	find
go into	fill in	apply for

1. I left university six months ago and I still haven't a job. It's more difficult than I thought it would be.
2. I've a part-time job. I hope I get it – it's four afternoons a week.
3. I'm not really sure what I want to do when I leave school. I might banking like my Dad.
4. I've the application form and, so now I've just got to wait until I hear from them.
5. I can't believe it. They've me that job in New York. They want me to start next month.

When you apply for a job, the employer might ask for references from people who know you, particularly a previous employer. The person who writes your reference is called a referee.

3 Job advertisements

Use these words to complete the adverts:

salary	experience
temporary	rates
training	leave
applicant	apply
requires	position

Cleaner

Local hotel cleaner Monday – Friday, 9am – 1pm. Good of pay. Tel: 01345 876545

Accounts

Full-time in busy car hire company. To start immediately. Computer skills essential. according to age and experience. Phone Busby's on 01267 435 985.

Sales Assistant

The successful must be hard-working, responsible and honest. Previous an advantage but full will be given. to: Mr P Dale, Tel. 01274 768231.

Nurse

..... position for three months to replace nurse on maternity

Your annual salary is the total amount you are paid over a year. Salaries are paid monthly; if you are paid daily or weekly you get wages.



Sacked!

4 Personal qualities

Mark the sentences P (positive) or N (negative):

1. She's very ambitious. I'm sure she'll be very successful one day.
2. He isn't very reliable. He takes a day off sick every two weeks.
3. She's a bit lazy. She doesn't do anything if she doesn't have to.
4. He's extremely conscientious. He's often here long after everyone else has gone home.
5. She's very flexible. She can adapt to most situations.
6. He hasn't got much self-confidence. He worries about what people think of him.
7. He's very punctual. He's never late for meetings.
8. She's always on top of her work. Her desk is always tidy.

5 Verbal expressions

Match the first part of the sentences with the endings below:

1. I wish he was more independent. He tends to rely on
 2. I have to keep telling him what to do. He doesn't really ever think
 3. Whatever you ask him to do, he does it wrong. He doesn't seem to have
 4. He's just so flexible. He'll adapt
 5. You have to tell him what to do and when to do it. He never seems to use
 6. You can always depend on him for an honest opinion. He's not afraid to speak
- a. his initiative.
 - b. much common sense.
 - c. his mind.
 - d. for himself.
 - e. to any situation.
 - f. other people too much.

Notice the complete expressions in this exercise.

6 Unemployment

Use these expressions to complete the newspaper stories:

unemployed was sacked be made redundant

Office worker, Luke Bradshaw, lost his job yesterday. He (1) when he was discovered using the internet to book his holiday during work time. Mr. Bradshaw was amazed by his employer's decision. He said, "Everybody uses the internet at work – the company can't sack us all!"

Around 250 workers at the BMW car plant in Birmingham face unemployment after the company announced that it plans to close the factory next year. 100 men will (2) at the end of January and a further 150 in June. The closure will have a devastating effect in an area where 15% of the adult population is already (3)

Go back and use the following three expressions in the same gaps:

was fired out of work lose their jobs

You are dismissed, sacked or fired if you do something wrong at work or if you do not work to the required standard. You are made redundant when the company closes or does not have enough work.

Have you got a CV?

Have you applied for any jobs recently?

72 Working life

1 Working conditions

Read the sentences and then put the phrases in green into the correct list below:

- 1. I work very long hours.
- 2. It isn't very well-paid.
- 3. I get a company car.
- 4. I get six weeks' paid holiday.
- 5. They've got a good pension scheme.
- 6. I'm on a pretty good salary.
- 7. I'm hoping to get promoted next year.
- 8. I can do overtime if I like.
- 9. You can work your way up quite quickly.
- 10. They run a system of flexi-time.
- 11. I get a regular pay rise.
- 12. I get private health insurance.
- 13. They've said I can go part-time after I've had my baby.
- 14. I'm taking a few days off next week. The kids are off school.
- 15. I'm ambitious. I want to move up the career ladder.
- 16. They give us a bonus at Christmas.

Money

.....
.....
.....
.....

Hours

.....
.....
.....
.....

Benefits / Perks

.....
.....
.....

Promotion

.....
.....
.....

Holiday

.....
.....

Benefits are extras you get from your employer in addition to your salary. Perks is an informal word for benefits – “A company car is one of the perks of the job.”

2 Talking about your job

These sentences describe what you like or dislike about your job. Match the beginnings and endings:

- 1. I hate having to attend
- 2. I love meeting
- 3. I wish I didn't have to do
- 4. I run my own business. I really enjoy being
- 5. I hate having to deal with
- 6. I get on really well with
- a. so much boring paperwork.
- b. my own boss.
- c. new people.
- d. difficult customers.
- e. so many meetings.
- f. all of my colleagues except one.

If you own your own business, you are self-employed. You can also say, “I'm my own boss.”

3 Describing your job

Decide whether the words in green express a positive (P) or negative (N) idea:

- 1. My job's so boring. It's the same thing day after day.
- 2. It's so repetitive. I just sit there all day filling in forms.
- 3. It's very satisfying to know that you've helped somebody through their exams.
- 4. Knowing that I might have saved somebody's life is very rewarding.
- 5. I find it very challenging. It requires a lot of concentration and determination.
- 6. This job's so stressful. It's making me ill.
- 7. I wish I could do something glamorous like acting or modelling.
- 8. It's a very friendly place to work. All the staff were really helpful when I joined the firm a couple of months ago.

All of the people who work for a company are the staff; the people who work with you are your colleagues. You can refer to people in another department as “Our marketing / finance / security people”.

4 Job satisfaction

Here are some things you might look for in a job. Match the beginnings and endings:

1. I need to be doing
 2. I like to know that I'm helping
 3. It's important to feel that I'm
 4. I need to be given
 5. I don't want to be stuck
 6. I don't want to find myself doing
- a. part of a team.
 - b. behind a desk all day.
 - c. the same thing day in day out.
 - d. something useful.
 - e. responsibility.
 - f. people.

If you work, tick (✓) the statements that are true for you in exercises 2, 3 and 4.

5 Problems at work

Use these words to complete the news item below:

strike union low pay rejected
resigned increase demanded crisis

NURSING IN CRISIS

The Government and nurses are no nearer reaching agreement over a new pay deal. Tina Jenkins, leader of the nurses' (1), has warned the Government that the union may call a 24-hour (2) unless the Government improves the 2% pay (3) currently on offer. Earlier this week nurses (4) the offer and (5) an increase of at least 5%. Mrs Jenkins said this afternoon that long hours and (6) were forcing nurses out of the profession. Last year alone, thousands of nurses (7) from their jobs, leaving many hospitals in a state of (8)

Strike can be used as a verb or with 'go':

Teachers have voted to strike.

Miners have voted to go on strike.

6 Job or work?

Complete the sentences with work or job:

1. I'm a bit nervous. I'm starting a new next week.
2. I hear you're a lorry driver. I bet that's hard, isn't it?
3. I'm looking for part-time A full-time would be too much for me at the moment.
4. I didn't really want to go back to after I had the baby.
5. I'm sorry, I can't stop now. I've got a lot of to do.
6. Judging by the car he drives, I'd say he's got a pretty good
7. I'm hoping to find some casual while I'm at college – working in a bar or a shop.
8. I want to do something a bit different. I wouldn't like a regular nine-to-five

What is the easy grammatical way to do this exercise? Did you notice it?

7 Job or career?

Complete the sentences with job or career:

1. Jack started as the office junior. Now he's MD. He's had a very successful
2. I work in advertising. The pay's pretty good but there isn't much security.
3. I'd go mad if I had to do a dead-end like working on a supermarket checkout.
4. Ronaldo was the best footballer in the world until a bad knee injury ended his
5. Don't you think you should stop travelling and get yourself a steady ?
6. Janet's planning a in politics when she leaves university.
7. I'd go back to teaching if I could find someone to-share with.

What's more important to you – money or job satisfaction?

73 In the office

1 Around the office

Match the words with the numbers in the pictures:

wastepaper basket

fax machine

filing cabinet

desk

drawers

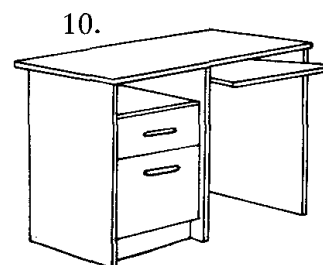
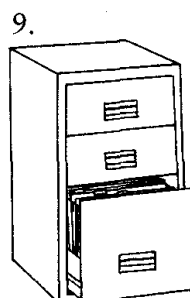
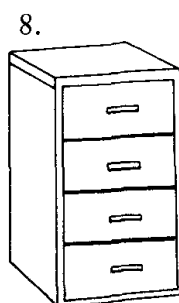
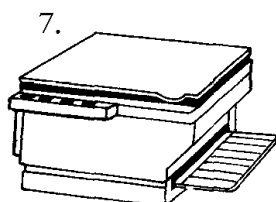
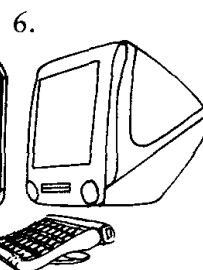
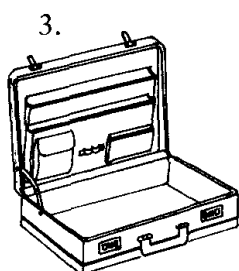
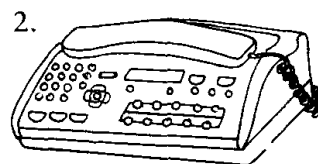
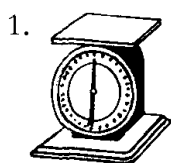
scales

photocopier

briefcase

computer

files



2 On your desk

Match the words with the pictures:

rubber

calculator

Sellotape

paper clip

drawing pins

pencil sharpener

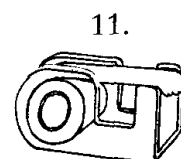
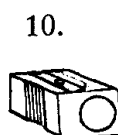
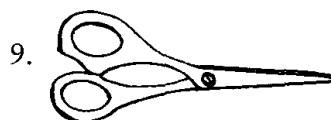
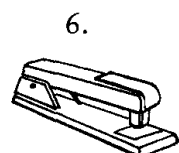
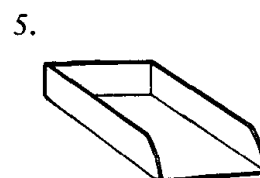
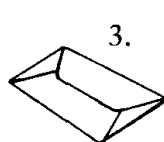
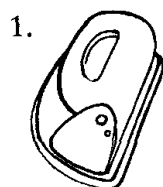
stapler

in-tray

scissors

hole punch

envelope



Often you have three trays on your desk – an in-tray, an out-tray and a pending tray.
British English rubber = American English eraser. In English scotch is a drink, **not** a kind of tape.

3 Jobs around the office

Match each verb with a group of nouns:

arrange make do send deal with

1. a problem, an enquiry, a customer
2. a letter, a fax, an e-mail, a copy
3. a meeting, a date, accommodation
4. paperwork, the accounts, the filing
5. a phone call, some photocopies, the arrangements, a complaint

4 More jobs around the office

Put each of these nouns with the correct group of verbs below:

a client an order a meeting a problem

meet see deal with	(1)	arrange attend be tied up in call off cancel	
deal with resolve sort out look into	(2)	chair go to have hold	(4)
lose place confirm cancel	(3)	open postpone report on set up	

5 Requests around the office

Match the beginnings of these requests with the pairs of endings below:

1. Can / could you
2. Do you mind
- a. ringing back after four o'clock?
- b. you put the date on all the documents.
3. Don't forget
4. Make sure
- if we rearrange the meeting for next week?
- the map is enclosed with the documents.

- c. to send those disks to Unipart.
we've got a meeting this afternoon.
- d. phone Mr. Baxter in Liverpool?
fax this through to head office?

6 A busy day at the office

Make answers to the question by matching the beginnings and endings of the sentences below:

What sort of day have you had?

1. Terrible. It's been
2. Really boring. I spent
3. Busy. I had to work
4. Hectic. I haven't
5. Terrible. The phone hasn't
- a. right through my lunch break.
- b. had a break all day.
- c. one thing after another.
- d. stopped ringing all day.
- e. the whole day putting addresses into the computer.

7 Revision

Without looking back answer these questions using words from this unit:

1. What do you put on the wall to remind you of the date?
2. Where do you write the date of an important meeting that you have to go to?
3. What would you use to cut paper?
4. What do you use to add up figures?
5. Where do you keep all the office files?
6. Where do you throw away pieces of paper that you don't need?
7. What do you use to make holes in a piece of paper?
8. What do you use to hold two pieces of paper together? (two answers)

74 Business

1 Starting a new business

Complete the text below with these words:

capital	competition	plan
market	facility	investment
flow	products	expenses
overheads	stock	sales

A few years ago I decided to start my own business. I live by the sea and I love surfing, so I knew that there would be a (1) for surfboards, wetsuits and all the other equipment surfers need. There were already other shops in the area selling similar (2), so I knew there would be quite a lot of (3), but I still thought I could make a success of it.

I had already built up a certain amount of (4) in my bank account but I knew I would need an overdraft (5), so I asked the bank what I needed to do. They told me I needed to prepare a business (6) with a detailed cash (7) I was pleasantly surprised that they immediately agreed to provide the overdraft.

I deliberately opened my shop in May so I knew (8) would be good, but when you start a business, the (9) are very high as well. In addition to (10) – rent, regular bills and so on – you also have to make quite a big (11) in computers, equipment and of course, (12) It's too early to say, but things seem to be going OK. I'm keeping my fingers crossed!

After you've started your business, you then run it, expand it, sell it and then retire!

2 Verbs to describe a business

Choose the correct ending for each sentence:

- | | |
|------------------------|---|
| 1. We produce | a. most of our products to the States. |
| 2. We import | b. a new range of skin-care products for men. |
| 3. We export | c. a new branch in Singapore. |
| 4. We've just opened | d. all our parts from Germany. |
| 5. We've just launched | e. luxury goods, which are sold all over the world. |
| 6. We're negotiating | f. the final details of the agreement tomorrow. |
| 7. We do | g. a lot of business in the Far East. |

3 Different kinds of business

Match the different types of business with the definitions below:

- subsidiary
- limited company
- multinational
- parent company
- franchise

- A very large company with offices in many different countries.
- A business that is owned by another larger company.
- A company which controls a smaller company.
- A company which sells its shares to the public.
- A business which has a licence to use the name and sell the products or services of a larger company which provides support.

Now use these words to complete the sentences:

private enterprise family firm
shareholders branches directors

- It's a small business. My brother and I started it three years ago.
- It's a huge company. They have in every major city.
- The are the people who oversee the running of a company.
- She works for a of solicitors.
- This Government believes in, so they do a lot to help people starting new businesses.
- As a limited company we have a responsibility to our

4 Departments in a large company

Match the departments with their area of responsibility:

1. Accounts / Finance
 2. Personnel
 3. Sales and Marketing
 4. Research and Development (R&D)
 5. Customer Services
 6. Public Relations (PR)
- a. selling the company's products or services
 - b. developing new products
 - c. staff problems and recruitment
 - d. the company's image
 - e. invoices, salaries, expenses and budgets
 - f. dealing with customers' enquiries and complaints

5 How's business?

Decide whether the following mean that a business is going well (W) or badly (B):

1. We've just had our end-of-year figures.
Profits are up on last year.
2. January and February were quiet but business has picked up in the last three weeks.
3. We're going through a bad patch but I'm sure things will start to pick up soon.
4. Business is pretty slack at the moment.
5. Business is booming. We sold more in the last three months than in the whole of last year.
6. If business continues like this, a lot of small companies will go to the wall.
7. We are now the market leader in our field.
8. We've just taken over one of our competitors.
We're expanding all the time.
9. Apparently, they've just gone bankrupt.

If you go bankrupt, you are unable to pay your debts and your creditors can force you out of business. It is then very difficult to start another business.

6 Figures

Only one of the expressions in green in each example is correct. Delete the wrong one.

1. Companies shouldn't expect to make much profit / do much profit in their first year of business. In fact they are probably doing quite well if they get even / break even.
2. We made a huge loss / got a huge loss in the first year. We seriously considered giving up.
3. The company's annual turnover / annual turnaround is over £2,000,000.
4. The budget / expenditure for this project is £12,000. We really mustn't go over that.
5. This month's sales figures / sales numbers are a lot better but the year to date still doesn't look very good.
6. We have set ourselves more realistic sales targets / sales goals this year and we're on course to reach the target for the year by the end of November.
7. We've had a 7% increase / addition in sales so far this year.

8. Sales are up but costs are up too, so the bottom figure / bottom line is disappointing.

The bottom line (in a set of company accounts) is the final profit or loss. "What's the bottom line?" is an idiom meaning, "Tell me what the overall result will be without going into the details."

7 Trends

When numbers change, we usually talk about a rise or fall with an adjective to describe the change. For example, "We anticipate a slight rise in costs."

Match the adjectives with the definitions:

- | | |
|------------------------|---------------------|
| 1. a slight fall | a. very quick |
| 2. a steady rise | b. large and sudden |
| 3. a sharp drop | c. changing slowly |
| 4. a dramatic fall | d. small |
| 5. a marginal increase | e. extremely small |

Unit 69 Learning a language

Exercise 1: 1. mother-tongue, second language 2. native speaker 3. bilingual 4. strong accent

Exercise 2: 1. say 2. mean 3. difference 4. pronounce 5. spell 6. plural 1e 2c 3h 4f 5a 6d

Exercise 3: 1. say 2. made 3. studied 4. practise 5. did 6. picked up 7. improved 8. bold 10. progress 11. grammar rules 12. practise 13. a course 14. a lot of new language 15. pronunciation 16. a conversation

Exercise 4: 1. divided 2. never 3. would 4. has 5. train 6. the 7. money 8. a 9. annoyed 10. of 11. he 12. so

Exercise 5: 1. the 'to' infinitive 2. a phrasal verb 3. a gerund 4. a proverb 5. an idiom 6. a collocation

Exercise 6: 1. listen carefully 2. repeat 3. practise 4. do the exercises, hand in 5. correct 6. look it up 7. write it down 8. making mistakes 9. rub it out 10. revising

Unit 70 Jobs

Exercise 1: 1c 2a 3b

Exercise 2: 1e 2c 3f 4b 5a 6d

Exercise 3: 1c 2b 3a 4d

Exercise 4: 1d 2e 3a 4c 5b

Exercise 5: 1c 2d 3c 4a 5b

Exercise 6: 1h 2g 3e 4f 5d 6c 7a 8b

Exercise 7: 1. sailor 2. firefighter 3. paramedic 4. soldier 5. pilot 6. police officer

Exercise 8: 1e 2c 3a 4d 5b 6j 7h 8g 9f 10f

Exercise 9: 1. hairdresser 2. waiter 3. architect 4. chef 5. photographer 6. postman

Unit 71 Employment

Exercise 1: 1. section 2. qualifications 3. CV 4. application 5. interview 6. experience

Exercise 2: 1. found 2. applied for 3. go into 4. filled in, sent it off 5. offered

Exercise 3: **Cleaner:** requires, rates

Accounts: position, salary **Sales Assistant:** applicant, experience, training, Apply **Nurse:** Temporary, salary

Exercise 4: 1P 2N 3N 4P 5P 6N 7P 8P

Exercise 5: 1f 2d 3b 4e 5a 6c

Exercise 6: 1. was sacked 2. he made redundant 3. unemployed 1. was fired 2. lose their jobs 3. out of work

Unit 72 Working life

Exercise 1: **Money:** isn't very well-paid, a pretty good salary, a regular pay rise, bonus **Hours:** long hours, do overtime, flexi-time, go part-time **Benefits / Perks:** a company car, pension scheme, private health insurance **Promotion:** get promoted, work your way

up, career ladder **Holiday:** six weeks' paid holiday, taking a few days off

Exercise 2: 1e 2c 3a 4b 5d 6f

Exercise 3: 1N 2N 3P 4P 5P 6N 7P 8P, P

Exercise 4: 1d 2f 3a 4e 5b 6c

Exercise 5: 1. union 2. strike 3. increase 4. rejected 5. demanded 6. low pay 7. resigned 8. crisis

Exercise 6: 1. job 2. work 3. work, job 4. work 5. work 6. job 7. work 8. job Remember that *job* is countable and *work* is uncountable.

Exercise 7: 1. career 2. job 3. job 4. career 5. job 6. career 7. job

Unit 73 In the office

Exercise 1: 1. scales 2. fax machine 3. briefcase 4. wastepaper basket 5. files 6. computer 7. photocopier 8. drawers 9. filing cabinet 10. desk

Exercise 2: 1. hole punch 2. paper clip 3. envelope 4. rubber 5. in-tray 6. stapler 7. calculator 8. drawing pins 9. scissors 10. pencil sharpener 10. Sellotape

Exercise 3: 1. deal with 2. send 3. arrange 4. do 5. make

Exercise 4: 1. a client 2. a problem 3. an order 4. a meeting

Exercise 5: 1d 2a 3c 4b

Exercise 6: 1c 2e 3a 4b 5d

Exercise 7: 1. calendar 2. diary 3. scissors 4. calculator 5. filing cabinet 6. wastepaper basket 7. hole punch 8. stapler / paper clips

Unit 74 Business

Exercise 1: 1. market 2. products 3. competition 4. capital 5. facility 6. plan 7. flow 8. sales 9. expenses 10. overheads 11. investment 12. stock

Exercise 2: 1e 2d 3a 4c 5b 6f 7g

Exercise 3: 1c 2a 3d 4b 5e

6. family 7. branches 8. directors 9. firm 10. private enterprise 11. shareholders

Exercise 4: 1e 2c 3a 4b 5f 6d

Exercise 5: 1W 2W 3B 4B 5W 6B 7W 8W 9B

Exercise 6: You should have deleted: 1. do much profit, get even 2. got a huge loss 3. annual turnaround 4. expenditure 5. sales numbers 6. sales goals 7. addition 8. bottom figure

Exercise 7: 1d 2c 3a 4b 5e

Unit 75 Crime and punishment

Exercise 1: 1f/h 2b/g 3c/e 4a/d

Exercise 2: 1. crime 2. court 3. trial 4. case 5. judge 6. defence 7. evidence 8. verdict 9. sentence 10. prison (or jail) 11. fine 12. jail (or prison)

Exercise 3: 1. arrested 2. suspected 3. convicted 4. questioned 5. charged 6. heard 7. defend 8. pleaded 9. called 10. committed 11. identified 12. sentenced

Unit 83 Work 1

1: Literal Meanings

Use these words to complete the following:

rush candles loose fit thumbs burn

1. We've got eight fingers and two
2. I need a new pair of trousers. These are too round the waist.
3. Don't touch that! It's very hot. You'll yourself.
4. My car's only small but you can just five people in it.
5. Sorry, I haven't got time to talk. I'm in a
6. In Britain, it's traditional to put on birthday cakes - one for each year.

2: Up to my eyes

Put the following nouns in the idiomatic expressions below:

plate end finger candle hands thumbs feet eyes

- | | |
|------------------------------------|---------------------------|
| a. lift a | e. at a loose |
| b. have your full | f. twiddle your |
| c. burn the at both ends | g. up to my |
| d. on my | h. enough on my |

Now use the expressions in these situations:

1. You're late. Did you miss the train?
> Yes, I didn't leave the office till six. I'm in work at the moment.
2. How was your first day at work?
> Really boring. I had nothing to do. I just sat at my desk
3. Bill wants to know if you can spend some time training the new secretary.
> I'm afraid I haven't got a minute - I can't. I've already got
4. You look tired. Are you OK?
> Yes, I just need to get to bed earlier. I've been recently - late nights and early starts.
5. Come in. Sit down, make yourself at home.
> Thanks. I need a rest. I've been all day.
6. So, I'm going to spend the whole weekend painting the outside of the house.
> Do you want some help? My boyfriend's away so I'm this weekend.
7. Do you and Paul share the cooking and cleaning?
> You must be joking. He never !
8. My sister's three children are coming to stay with me this weekend.
> You'll Rather you than me!

Note: If you have too much to do, you can be either *up to your eyes* or *up to your ears*. If you want to describe a job as low-status and badly-paid, you can say: *If you pay peanuts, you get monkeys*. This expression is completely fixed.

3: One thing after another!

Complete these dialogues using the following idiomatic expressions:

- a. *It's been dead all day.*
- b. *I'm tied up till after lunch.*
- c. *I've been on the go all day.*
- d. *I can fit you in on Thursday.*
- e. *It's been one thing after another.*
- f. *We've been rushed off our feet!*

- 1. Everything's gone wrong today, hasn't it?
 > Yes
- 2. Shall we go for a drink after work?
 > No thanks. I'm tired
- 3. So, is Wednesday a good day for you?
 > No, but
- 4. Have you had many customers today?
 > No,
- 5. You've had a lot of customers in this morning, haven't you?
 > Yes,
- 6. Can I talk to you about a problem that's just come up?
 > Sorry,

4: Been

Five of the idioms in this unit are commonly used with *been*. Try to complete them with the key word, then look back to check.

- 1. I've been (candle)
- 2. I've been (feet)
- 3. It's been (thing)
- 4. I've been (rushed)
- 5. It's been (dead)

5: Revision

Put the missing words in the idioms below:

- 1. I'm to my ears in work.
- 2. It's been one thing another.
- 3. I've been my feet all day.
- 4. Are you a loose end this evening?
- 5. I'm tied up after lunch.
- 6. I've been the go all day.
- 7. We've been rushed our feet.
- 8. I've already got enough my plate.
- 9. I've been burning the candle both ends.
- 10. I can fit you on Monday.

Have you got a lot on your plate at the moment?

Unit 84 Work 2

1: Literal Meanings

Fill in the following words in the definitions below:

pipeline *dead-end* *ropes* *ladder* *steady* *rock*

1. If something is, it doesn't move.
2. Oil, gas and water come to us along a
3. If you are in a small boat and you make it, it might capsize.
4. A road which goes nowhere is a
5. On a sailing boat, the sails are controlled by means of.
6. If something is too high and out of your reach, use a

2: A dead-end job

Use the following expressions in the sentences below:

a. *a steady job* c. *a dead-end job* e. *a new branch*
b. *in the pipeline* d. *the top of the tree* f. *a short-list*

1. Imagine just putting letters in envelopes all day. What a!
2. It's going to be a busy year for us. We've got two major projects to finish and an even bigger one
3. Marks and Spencers are opening in town next summer.
4. I just had a really good job interview. I'm on of five.
5. Where is there to go once you've reached?
6. A lot of people are happy with even if it isn't very interesting. The main thing is the security it offers.

3: Climb the career ladder

Complete these idiomatic expressions with the following verbs:

show *make* *rock* *stand*
hold *go* *breathe* *land*
take on *climb* *find* *stand in*

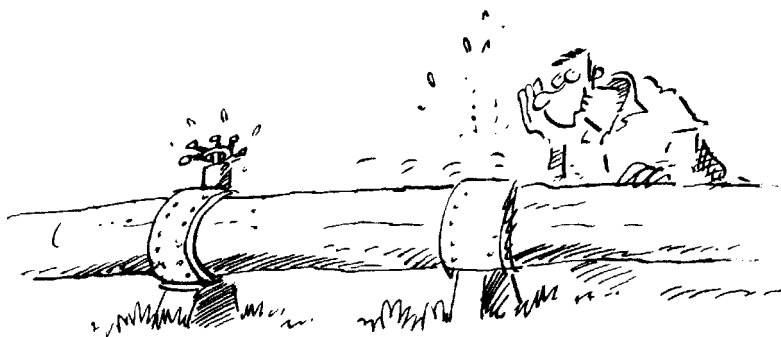
- | | |
|---------------------------------|---------------------------------|
| a a name for yourself | g a job down |
| b the career ladder | h down someone's neck |
| c staff | i your feet |
| d the boat | j over someone's head |
| e someone the ropes | k a job |
| f. can't the pace | l for somebody |

Now use eight of the expressions in the correct form in the following situations:

1. Do you think it's worth me doing a part-time MBA? It's a lot of work.
> It depends how much you want to
2. My new job's OK but there are lots of things I'm still not used to.
> That's normal. It always takes a few months before you really

3. I suppose your busiest time is around Christmas, isn't it?
 > Yes, we always extra just for that period.
4. Are you working late again tonight?
 > I'm afraid so. Peter's for last month's sales figures.
 They've got to be ready for tomorrow morning's meeting.
5. I'm going to have a word with Jack and try to change my holidays.
 > Jack's on a course this week and Marie is so you'd
 better wait till he gets back. You know what she's like!
6. You know Frank's not going to put your idea on the agenda for tomorrow's
 meeting, don't you?
 > Isn't he? In that case I'll have to and talk to his
 head of department.
7. I bumped into Paul last week. He's just started a new job selling insurance.
 > I wonder how long that'll last. He can't for longer than
 six months.
8. Where's Andrew working nowadays?
 > Haven't you heard? He's just a great with that new American
 bank in the City.

Note: If you are going to delay, but not cancel, a project, you can say: *Let's put that on the back burner for a while.* If you want to talk about working under pressure, you can say: *If you can't stand the heat, get out of the kitchen.*



"We've got something big in the pipeline."

4: Revision

Look back at the idioms in this unit and add the missing words:

- | | |
|-------------------------------------|--------------------------------|
| 1. climb the career | 6. make a name for |
| 2. find your in a new job | 7. breathing down my |
| 3. landed a great | 8. take on extra |
| 4. can't stand the | 9. go over his |
| 5. a project in the | 10. hold a job |

Have you ever had a dead-end job?

Ex 3: 1c, 2a, 3h, 4f, 5e, 6b, 7d, 8g
Ex 4: 1 break, 2 put, 3 throw, 4 give, 5 get,
6 open, 7 call, 8 nip, 9 pull, 10 start

Unit VQ

Ex 2: 1b, 2d, 3f, 4a, 5c, g, 6h, 7e
Ex 3: a move, b pull, c set, d leave, e set,
f pull, g stop, h get, 1a, 2d, 3h, 4e, 5g, 6c, 7b
Ex 4: 1 up, 2 heaven, 3 socks, 4 star,
5 oyster, 6 limit, 7 stone, 8 sights, 9 flier,
10 world, 11 stops, 12 nothing, 13 left,
14 hungry, 15 burning

Unit 80

Ex 2: 1d, 2h (taken to it ...), 3a, 4e (feels ...),
5c, 6g, 7f, 8b (lent itself)
Ex 3: 1c, 2i, 3j, 4h, 5a, 6g, 7f, 8d, 9e, 10b
Ex 4: 1 out, 2 for, 3 out, 4 in, 5 out, 6 like,
7 in his element, 8 square peg in a round
hole, 9 cup of tea, 10 up your street, 11 a
duck to water, 12 sore thumb, 13 down to
the ground, 14 fish out of water

Unit 81

Ex 1: 1 rug, 2 bargain, 3 blessing, 4 bump,
5 disguise, 6 feathers, 7 sleeve
Ex 2: 1e (knocked me down with a feather),
2g (took me completely by surprise), 3f, 4h,
5c (something up my sleeve), 6d (knocked
him for six) 7b 8a

Ex 3: 1a, 2c, 3e, 4g, 5d, 6b, 7h, 8f
Ex 4: 1 You could have knocked me down
... xi ^ T. i. .
with a feather, 2 I've got something up my
sleeve, 3 That's a turn-up for the books,
4 There's more to her than meets the eye,
5 It was a blessing in disguise, 6 He arrived
out of the blue, 7 eyes, 8 life, 9 feet, 10 six

Unit 82

Ex 1: 1d, 2b, 3e, 4a, 5c
Ex 2: 1f, 2d, 3a, 4b, 5c, 6e, 7 Long time no
see, 8 It's only a matter of time, 9 there's no
time like the present, 10 It's very cold for this
time of year, 11 We decided on the spur of
the moment, 12 Tomorrow is another day
Ex 3: 1d, 2e, 3c, 4i, 5g, 6b, h, 7a, f, 8a, 9g,
i^ TI iok/1, ,Q> u « ,ci, ,r
lOd, lie, 12b/h, 13i, 14a/f, 15b, 16c
Ex 4: 1 on, 2 in, 3 at, 4 in, 5 for, 6 from, to

Unit 83

Ex 1: 1 thumbs, 2 loose, 3 burn, 4 fit,
5 rush, 6 candles
Ex 2: a finger, b hands, c candle, d feet,
e end, f thumbs, g eyes, h plate
lg, 2f (twiddling my thumbs), 3h, 4c (burning
288

the candle at both ends), 5d, 6e, 7a (lifts a
finger), 8b
Ex 3: 1e, 2c, 3d, 4a, 5f, 6b
Ex 4: 1 burning the candle at both ends,

2 on my feet all day, 3 one thing after
another, 4 rushed off my feet, 5 dead all
morning
Ex 5: 1 up, 2 after, 3 on, 4 at, 5 till, 6 on,
7 off, 8 on, 9 at, 10 in

Unit 84

Ex 1: 1 steady, 2 pipeline, 3 rock, 4 dead-
en^ ^ ropes, 6 ladder
Ex 2: 1c, 2b, 3e, 4f, 5d, 6a
Ex 3: a make, b climb, c take on, d rock,
e show, f stand, g hold, h breathe, i find, j go,
k land, 1 stand in
1b, 2i, 3c, 4h (breathing down my neck),
5i (standing in for him), 6j (go over his head),
7g, 8k (landed a great job)
Ex 4: 1 ladder, 2 feet, 3 job, 4 pace,
5 pipeline, 6 yourself, 7 neck, 8 staff, 9 head,
10 down

Unit 85

Unit 47: 1 about, 2 sleep, 3 most, 4 get,
5 day, 6 chickens
Unit 48: 1 said, 2 that, 3 telling, 4 words,
5 dead, 6 out
Unit 49: * brick, 2 nose, 3 insult, 4 bend,
^ ^ ? g o f g u+ o
Unit 50: 1 end, 2 light, 3 lose, 4 lucky.
5 side, 6 only

Unit 51: j d> 2 gUESSJ 3 ^ 4 ^ 5 Qn>
g Houbt

Unit 52: i i_eaf, 2 recognition, 3 plan, 4 on,
5 taking, 6 clean

Unit 53: 1 same, 2 bush, 3 keep, 4 between,
5 hind, 6 straight

Unit 54: 1 white, 2 wool, 3 inch, 4 teeth,
5 garden, 6 take

Unit 55: 1 struggle, 2 bed, 3 stride, 4 out,
5 plain, 6 men, boys

Unit 56: 1 black, 2 son, 3 tie, 4 water, 5 cat,
6 image

Unit 57: : le s, 2 all> 3 nothing g. 4 weight -
%b, ^a^& 6 K of ner

Unit 58: 1 bill, 2 out, 3 headache, 4 off,
- , » , , ,

Unit 59: 5Q: \ ame 2 away^ 3 rest 4 whalCJ
5 travelling, 6 recharge

Unit 60: 1 back, 2 first, 3 get, 4 thing, 5 got,
g t,

Unit 61: 1 sievej 2 blank, 3 memory,
4 brains, 5 mind, 6 tip

Unit 62: 1 foot, 2 wrong, 3 fingers, 4 wrong,
5 chew, 6 wild