

CEFR C1

Mary Tomalin • Deborah Friedland

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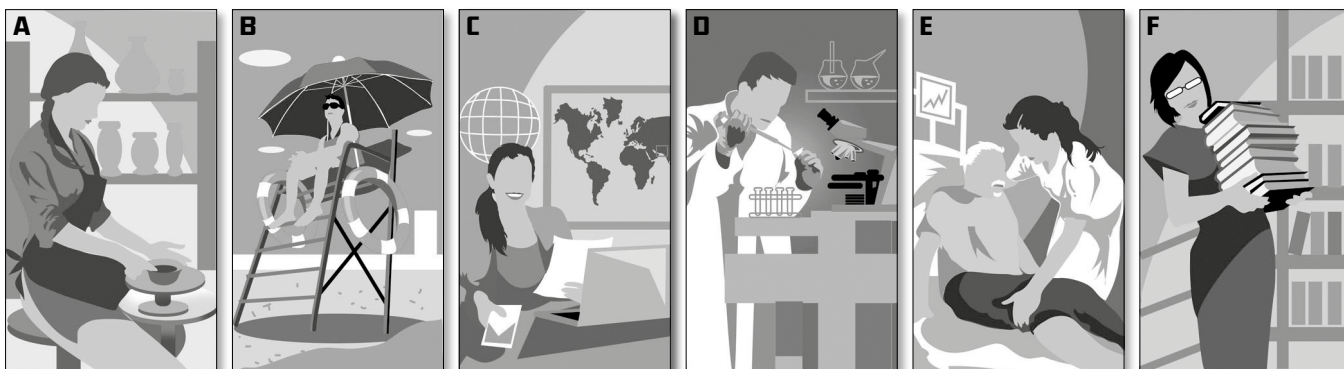


Workbook

7 Get to work

VOCABULARY Job categories

1 Match each picture (A–F) with a job (1–6) and a category (a–f).



- 1 a lifeguard 2 a librarian 3 a scientist 4 a potter 5 a receptionist 6 a nurse
- a Administrative b Creative c Helping d People e Practical f Technical

GRAMMAR Comparison

2 Choose the correct words to complete the conversation.

- A 'Even / By far the most interesting candidate was Sally. She is ²a lot more qualified / a lot more qualifications than the other candidates and she was ³so much more / even more enthusiastic during the interview.
- B That's true, but look at Howard. He was ⁴easily better prepared / easily the best prepared for the task we sent out in advance. The others were ⁵rather more laid-back / the more laid-back than they should have been, if you ask me. Not only that, Sally asked for €50,000, which is ⁶much higher / a much higher salary expectation ⁷than was / than it was mentioned by the rest of the applicants.
- A Yes, that's true. But to be honest, ⁸the more / more people we interview, ⁹the hardest / the harder it is to decide who to appoint!

3 Read the statistics and complete the sentences using the words in brackets.

Working hours in the EU

- The average working week in the EU is 37.4 hours.
- German workers put in just 35.6 hours a week compared to Greek workers, whose average working week is 42.2 hours.
- The average working week in France is 38 hours.
- The Portuguese work an average of 39.1 hours a week.
- In Ireland, employees spend 35 hours a week working.
- In the Netherlands, people work 30.5 hours a week.

- 1 German workers work about _____ the EU average. (less)
- 2 _____ workers are the Greeks. (by far)
- 3 The Irish put in _____ time at work _____. (a little)
- 4 Portuguese workers spend _____ at work _____ workers. (way)
- 5 Dutch workers work _____ number of hours _____. (of all)
- 6 Working hours in France _____ the average for the EU. (longer)
- 7 Compared with previous surveys, many Europeans are working _____. (than ever)

VOCABULARY Ways of working

4 Complete the blog with the correct form of the words in the box.

co-working digital nomad freelance in-house
network outsource start-up work remotely

Deep breath – we finally got the green light for a loan for our ¹_____ web-design company, so listen up, all you creatives! At first, we're going to ²_____ projects to ³_____ workers because we're basing the business from home and clearly in this cute little flat (with two cats) we don't have space for ⁴_____ staff. We know there are a lot of you ⁵_____ out there who prefer to ⁶_____, as it means you can choose where you want to live. If everything goes well, we hope to move to a ⁷_____ space which will allow us to ⁸_____ with other small companies and expand. Follow us here for more updates!

VOCABULARY Jobs and suffixes

- 5 Read the job descriptions and write the name of the corresponding job using the words in the box with the correct suffix: *-ist, -ian, -or* or *-er*.

anaesthetics art therapy carpentry
comedy curate illustrate
interior design obstetrics radiography

- 1 I'm a doctor who looks after women during pregnancy and childbirth. _____
- 2 I put people to sleep before they have an operation. _____
- 3 I draw the pictures in children's books. _____
- 4 I choose the decoration and furniture for people's houses. _____
- 5 I select what to put into exhibitions in museums. _____
- 6 I tell jokes and make people laugh. _____
- 7 I make things out of wood. _____
- 8 I use painting and drawing to help people solve problems. _____
- 9 I operate equipment that can take pictures of the inside of the body. _____

VOCABULARY Work and technology

- 6 Write the correct words next to the definitions.

- 1 _____ *adjective* relating to the result of something changing completely from one thing to another
- 2 _____ *noun* [C] a set of rules that a computer uses to perform tasks
- 3 _____ *noun* [C] a factory process in which people or machines make things in a series of steps that are arranged in a line
- 4 _____ *noun* [C] a machine that can work on its own to do work that humans usually do
- 5 _____ *noun* [C] a small aircraft without a pilot that is controlled remotely to perform tasks
- 6 _____ *noun* [C] a new idea or method of doing something or a new technological development
- 7 _____ *noun* [U] the process of changing to a system of using machines to do work instead of people, for example in a factory
- 8 _____ *noun* [U] the science of using very tiny devices made of single atoms and molecules to build equipment
- 9 _____ *noun* [U] the very large quantities of data that are generated by activity on the internet
- 10 _____ *verb* [T] to make machines do work instead of people, for example in a factory

GRAMMAR Speculation

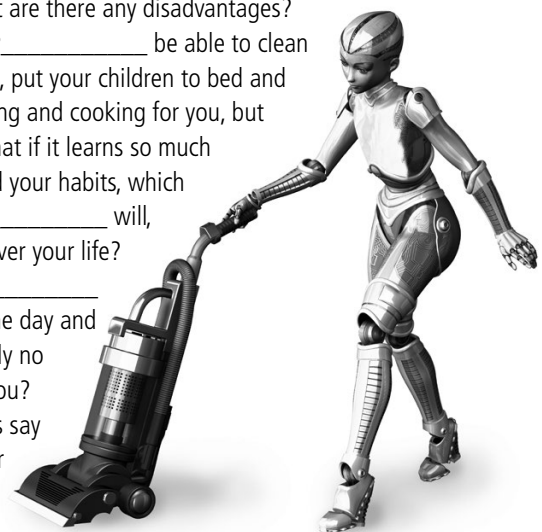
- 7 Match the sentence halves, then complete the predictions with the correct form of a suitable word or phrase in the box.

almost certainly are bound to are expected to
are likely to may would lose

- 1 The World Economic Forum predicted in a recent report that _____
- 2 A mobile phone company has announced that 60,000 jobs in a factory in China _____
- 3 If StarGlass finds reducing labour costs is successful, _____
- 4 Thanks to the introduction of drones, _____
- 5 When they built bridges over the Thames, the boatmen complained that _____
- 6 Those people who are well-qualified and hard-working _____
- a _____ have been replaced by robots by the end of the year.
- b they would _____ become unemployed.
- c _____ be in a good position to find new careers in the future.
- d it's possible that other hi-tech companies _____ follow suit.
- e more than five million people _____ their jobs in the next wave of the technological revolution.
- f workers in many sectors _____ find themselves redundant over the next decade.

- 8 Complete the paragraph with one word in each gap.

A robot that looks like a very realistic, albeit synthetic, human being is about to ¹ _____ the latest must-have gadget for the futuristically minded among us. At around £20,000, it's ² _____ not going to be within everyone's price range, but wait till you see how your synth could ³ _____ with your demanding schedule. The idea of a robotic servant that looks almost as good as a normal housekeeper, apart from those slightly staring eyes, ⁴ _____ sound like a dream come true, but are there any disadvantages? Your android ⁵ _____ be able to clean up your house, put your children to bed and do the shopping and cooking for you, but is that all? What if it learns so much about you and your habits, which it almost ⁶ _____ will, that it takes over your life? Are you ⁷ _____ to wake up one day and find your family no longer need you? Manufacturers say a high number of orders is ⁸ _____.



- 9  15 Listen to a careers counsellor giving advice about how to write a CV and complete the notes with words you hear.

CV also known as a ¹ _____
 Date of birth/marital status not ² _____
 Education to include: ³ _____
 Important to mention ⁴ _____ from previous jobs
 Useful to include any ⁵ _____ or ⁶ _____ work
 Reason to include hobbies: ⁷ _____
 Examples of skills: ⁸ _____

- 10 Read the extracts from Béatrice Patterson's CV and write which sections of the CV they come from. One section is used twice.

- 1 Clean driving licence

 2 2007 Server at Full of Beans Café, Southbourne, Dorset

 3 2008–2009 Gap year volunteering in Tanzania, teaching French



- 4 2012 Intern at the Byron Arts Centre

 5 2009–2012 University of Southampton, BA Honours Media Studies

 6 2014–2016 Researcher and director's assistant, TX Media Productions

 7 Films and theatre, member of Lighthouse Drama Club, acting in and directing various productions

 8 béatrice@patterson.net

- 11 Listen again and choose the best answer for each question.

- 1 Who is listening to the talk?
 A Graduates looking for their first job
 B People who have had a career break
 C Older people trying to change careers
- 2 What happened to married women in the past?
 A They were refused jobs.
 B They left their jobs voluntarily after marriage.
 C They were not legally allowed to work.
- 3 What does the speaker say about qualifications?
 A Education is probably more important than anything else.
 B Employers are more interested in your work experience.
 C They are very important because of the amount of competition in the workplace.
- 4 Why might an internship be useful?
 A It gives you something to put on your CV.
 B It shows you have worked in a team.
 C You meet people who will help you find a permanent job.
- 5 Why should you put the fact that you run a part-time cottage industry on your CV?
 A Because it's more interesting than hobbies such as karate.
 B Because it shows that you have experience in running a small business.
 C Because it's useful to be able to make cakes.
- 6 Which of the following would probably *not* be appropriate to include under the Skills heading?
 A The fact that you can speak fluent Spanish.
 B The fact that you have a motorbike licence.
 C The fact that you are good team worker.

- 12 Complete the sentences with the words or phrases from the talk.

- 1 It's often difficult to find work once you've been out of the _____ for a while.
 2 After years of not playing, Cathy decided to _____ her clarinet and join a jazz band.
 3 It was fairly _____ that Joel was lying about his previous job – the dates just didn't match those on his CV.
 4 There are strict laws about _____ in employment now – employers can't discriminate against you because of your race, gender or beliefs.
 5 Janet proved to be a real _____ in our last project – we'd never have finished it on time without her input.
 6 Margot is a really _____ person – she works hard, but she has lots of hobbies too. And she always has time for her friends!
 7 I think we all have the _____ for achieving our goals, but sometimes life just doesn't work out!

7

READING

1 Answer the questions so they are true for you.

- What different ways have you used to apply for jobs?

- How do you use the internet when job hunting?

- Have you ever been given any advice about the best way to apply for a job? What was it?

- What's the best way to prepare for an interview?

2 Read the article on page 51 and answer the questions.

- What is the purpose of the article?

- According to the recruitment experts, what common mistakes do people make:
 - before an interview?
They don't _____
 - when completing an application form?
They don't _____
 - when searching for jobs?
They are not _____
 - during an interview?
They are not _____
- What advice does each person give about how to get a job?
 - Janice Gold: Find out _____
 - Sean O'Connor: Demonstrate _____
 - Amina Patel: Use _____
 - Benjamin Ho: Think about _____

3 Match the people (A–D) with the advice they are likely to give.

- The interviewer wants to find out about what you're really like. _____
- Take the time to make an effort with your application. _____
- Make sure you are well-informed about the company you want to work for. _____
- Use sites such as LinkedIn and Facebook to promote yourself. _____
- Talk about things you've done and how they might help in the job. _____

- A Janice Gold
B Sean O'Connor
C Amina Patel
D Benjamin Ho

4 Are the sentences true or false according to the article?

- It can be overwhelming for bosses to recruit staff. True False
- Candidates should take advantage of an employer's online profile. True False
- Employers respond better to personalised CVs than to standard application forms. True False
- It is essential to be qualified in computer skills for all jobs. True False
- Activities at university can translate into job-ready skills. True False
- Americans and British people are equally shy in interviews. True False

5 Find the words and phrases (1–10) in the article and match them with the meanings (a–j).

- | | |
|---------------------|--------------------------|
| 1 dig deep | ☐ |
| 2 generic | ☐ |
| 3 go the extra mile | ☐ |
| 4 online presence | ☐ |
| 5 prospective | ☐ |
| 6 retort | ☐ |
| 7 self-effacing | ☐ |
| 8 shoot off | ☐ |
| 9 tailor | ☐ |
| 10 urban legend | ☐ |
-
- To write and send a message or letter very quickly without much thought
 - Expected in the future
 - A story that people often repeat but that may not be true
 - To make something suitable for a specific purpose
 - Modest and trying not to get attention
 - A profile on social media so that people can find out about you
 - A quick or angry reply
 - Relating to a type or group of similar things
 - To make more effort than usual
 - To try very hard

6 Think about the questions.

- Is it harder to find a job now than it used to be? If so, why?
- Is there such a thing as a 'job for life' these days?
- Have you ever been on an interview panel? If so, was it easy to select the right candidate? If not, do you think it would be an enjoyable experience?

SECRETS OF SUCCESSIONAL JOB- HUNTING

THERE'S AN URBAN LEGEND THAT A BOSS PUT HALF THE APPLICATIONS HE RECEIVED FOR A JOB IN THE BIN AT RANDOM WITH THE RETORT: 'I DON'T WANT TO EMPLOY UNLUCKY PEOPLE!' BUT HOW DO YOU GET A JOB THESE DAYS IN A CLIMATE OF FIERCE COMPETITION AND EVER-INCREASING EMPLOYER DEMANDS? WE SPOKE TO FOUR EXPERTS AROUND THE ENGLISH-SPEAKING WORLD TO FIND OUT HOW CANDIDATES CAN AVOID SOME COMMON MISTAKES WHEN APPLYING FOR JOBS.



JANICE GOLD

RECRUITMENT AGENCY FOUNDER
BIRMINGHAM, UK

A lot of candidates just don't do enough preparation before an interview. I recommend researching the company – what it does, who the people are, and what the job you're going for involves. The more knowledgeable and prepared you are, the more a prospective employer will take notice and see that you're genuinely interested. There's no excuse not to do your homework. You should always check out the company's posts on Twitter and Instagram before the interview and find out something about the person you're meeting and the organisation you're applying for.



SEAN O'CONNOR

HUMAN RESOURCES MANAGER
DUBLIN, IRELAND

There's nothing more off-putting than a cut-and-paste application form which has nothing personal in it. While writing an individual letter or customising your CV to suit a specific employer is obviously time-consuming, just shooting off a generic email aimed at any anonymous human resources manager will quickly end up in the waste basket. Do your research and actually read the job description thoroughly so that you can tailor your CV and covering letter to demonstrate precisely why you're the best candidate. It does take time I'm afraid, but going the extra mile will get results!



AMINA PATEL

DIGITAL RECRUITMENT ADVISER
SYDNEY, AUSTRALIA

My number-one tip is to use social media and mobile apps to look for jobs. Invaluable information about an employer or possible future colleagues and the culture of a company can be found on work-specific platforms like LinkedIn. In the global marketplace, there are no barriers to getting a job if you're digitally connected 24/7. Millennials take the online world for granted but also need to use social media as a job-hunting and professional networking tool. Employers in the hi-tech sector demand a good understanding of how to use software and apps, so if the job you want requires you to be way more digitally minded than other people, make sure you're up to date and confident. In my view, too many people don't know how to market themselves by having an online presence.



BENJAMIN HO

UNIVERSITY CAREERS COUNSELLOR
AUSTIN, TEXAS

By far the most important advice I can give to someone going for an interview is be yourself and be real! Dig deep and find examples from your own personal experience that you can talk about. Even if a job you've done isn't in the same field as the one you're applying for, there are skills you've acquired there that can be transferred to another sector, so talk about it. And if you've just left college and don't yet have work-related experience that's relevant to the question you were asked, think about any time-off project or college society you were involved in. Think about how the skills you've learnt could be useful for the job you want. And don't let the interviewer know you're nervous or apologise – too many British people I've met here frequently say the word 'Sorry' and act in a self-effacing way that makes them seem to lack self-belief. Americans aren't like that! You'll make a much better impression if you come across as genuine and confident.

Vocabulary plus

PHRASAL VERBS WITH *WORK*

1 Match the phrasal verbs (1–6) with the meanings (a–f).

- 1 work around
- 2 work at
- 3 work sth off
- 4 work sth out
- 5 work through
- 6 work up to

☐
☐
☐
☐
☐
☐

- a to try hard to improve
- b to prepare to do something, especially if it is difficult
- c to decide, agree on or calculate something
- d to find a way to deal with a problem successfully
- e to get rid of something by doing a physical activity
- f to think and talk about a personal problem in order to solve it

2 Complete the sentences with the correct form of a phrasal verb from 1. You may need to add words.

- 1 He's _____ his anger issues with a counsellor.
- 2 I ate so much that I'm going for a run now to _____.
- 3 I don't think I'm ready to apply for a promotion just yet. I need to get more experience and _____ a more senior position.
- 4 We don't have the right tool for the job, but I think we can _____.
- 5 I read the invoice, but I honestly can't _____ which figures apply to what.
- 6 She really _____ improving her spoken English and now she has been offered a great job.

3 Complete the sentences with the correct form of the expressions with *work* in the box.

to work both ways to work a treat
 to work your way to work on something
 to have your work cut out
 to do someone's dirty work for them
 to work to rule the works
 to work the system
 to make fast / short work of something

- 1 I'm going to have a hamburger with cheese, pickles, salad, ketchup, mayonnaise – _____.
- 2 The supervisor told everyone in the factory to _____ while negotiations were going on.
- 3 They really _____ to get all those orders ready for next week.
- 4 Jack asked me to _____. I have to choose one of the interns to stay and fire the other one.
- 5 Georgia's slowly _____ across Asia on a backpacking trip.

- 6 You don't need harsh chemicals to clean silver – just try rubbing a bit of plain toothpaste on it with an old toothbrush, it _____.
- 7 Please don't hassle me about my job application! I _____.
- 8 You _____ that plate of pasta, you must have been starving.
- 9 Management and workers will each benefit from the new deal on offer – _____.
- 10 If you know how to _____, you can get lots of overtime pay.

Everyday English

PITCHING A BUSINESS IDEA

4 Correct the mistakes in the expressions.

- 1 I like you to consider a new idea I've had.
- 2 If we may sell it at a cheap enough price ...
- 3 It would very popular.
- 4 So, we step out with this new design.
- 5 Teenagers are potential a huge market.
- 6 This could be our big opportunity for us.
- 7 Well, my view is whether it could catch on very quickly.
- 8 In fact, the later sales figures show that we have a good market share already.
- 9 We know out of our research into young people's computer habits how long they spend online every day.
- 10 From what I might see, this idea has great potential.
- 11 So, let's see again at which are our most popular products.

5 Choose corrected expressions from 4 to complete the dialogue. There may be more than one possible answer.

RITA ¹ _____.

BOB OK, Rita. Pitch it to me, I'm listening!

RITA Our Money Works app is doing well in all sectors, but we could rebrand it for a younger market. I think it would be very popular with 13- to 17-year-olds.

² _____. And we know they basically do everything through their phones. And they don't know much about managing money.

BOB That's true. Except budgeting doesn't sound very interesting to teenagers.

RITA Right. ³ _____. Fresh colours and voice recognition. Features aimed at school students. New packaging and a marketing campaign on social media.

BOB What about price? This age group doesn't have much disposable income.

RITA Maybe not. But ⁴ _____, I really think it would do well. They learn how to track spending, save and understand banking.

BOB I think you're right. ⁵ _____. Well done, Rita. Email me your proposal, will you?

7–8 Review quiz

WHAT CAN YOU REMEMBER?

1 Choose a, b or c. Then look back at Units 7 and 8 to check

- How many job categories were in the work questionnaire?
a Five b Six c Seven
- What does Zhou Qunfei's company produce?
a Software for mobile phones b Glass for mobile phones c Mobile phones
- Who was the co-founder of Twitter?
a Biz Stone b Nolan Bushnell c Mark Zuckerberg
- What percentage of jobs in the USA could be replaced by computers?
a about 60% b about 40% c about 50%
- What new box did Dana pitch to Marianne?
a The Diet Box b The Gourmet Box c The Organic Box
- In what period on the timeline of 20th-century music does ragtime appear?
a 1900s b 1950s c 1970s
- Who has worked as the rock critic of the *Daily Telegraph*?
a Mike McCourt b Ned McCormack c Neil McCormick
- Who wrote the song *The River*?
a Bruce Springsteen b Lennon and McCartney c Gnarl's Barkley
- Which is *not* true about learning a musical instrument?
a It can increase your IQ. b It can improve your ability in sport.
c It can provide health benefits.
- Who composed the theme music for the James Bond films?
a Thomas Newman b Hans Zimmer c John Barry

2 Write down what these things or people have in common.

- A digital nomad / A co-working space

- Folorunsho Alakija / Roxanne Quimby

- Football referees / Restaurant staff

- A capella / Rap

- Preferred motor tempo / Dopamine

- Incomplete figure-drawing challenge / Word association

3 What or who is:

- the asset light generation?

- the saying, 'Keep your friends and family close and your enemies closer'?

- big data?

- fusion?

- Daniel Levitin?

- Ken Robinson?

PRONUNCIATION POINT

1 Say the words. Which underlined sound is the odd one out?

- a) butcher
b) teacher
c) chemist
- a) biologist
b) programmer
c) soldier
- a) chef
b) musician
c) astronomer
- a) shopkeeper
b) architect
c) accountant

2 Write the correct phonetic symbol for the underlined letters in each word in 1.

/ʃ/ /tʃ/ /s/ /dʒ/ /g/ /k/

3 17 Listen, check and repeat.

EXPLORE

1 Answer these questions.

- If you could do any job, what would it be?
- Is it easy to change jobs or retrain in something different?
- How many unusual jobs can you think of?
Look online to find out.

2 Prepare a mini-presentation with your answers from 1. Write/Record your talk.

Check your progress 4

Grammar

1 Write sentences using the prompts. Change the form of words and add words if necessary.

1 we / worried / work / future / because / more / jobs / replace / robots

2 more / music / listen / before / operation / less / anxious / feel

3 automation / certainly / make / people / happy / fulfilled / because / leisure time

4 it / would / be / impossible / predict / poor / factory worker / become / China / rich / woman

5 hate / is / go / gym / have to / listen / loud / dance music

____ / 5

2 Find five mistakes in the dialogues and correct them.

1 A Have you ever been to the Tomorrowland music festival?
B No, I have never.

2 A If you could take up a musical instrument, which would it be?
B The piano, I think so.

3 A Fabienne thinks she's a really good singer.
B She's anything but it.

4 A I'm driving all the way to Rome to see this amazing art exhibition, but I think it's worth it.
B I think also.

5 A Did you know Martin could play the saxophone?
B Oh, he can, isn't it? He's kept that quiet!

____ / 5

Vocabulary

3 Complete the sentences.

- 1 An _____ is someone who literally digs up the past in order to find out about how people used to live.
- 2 In order to be a _____ at Covent Garden, you have to go for an audition to get a licence. Then you can earn money from playing for the public in the street.
- 3 A _____ is a doctor who specialises in treating disorders and diseases of the heart and circulatory system.
- 4 Smaller and smaller electronic devices are generating the need for increasingly sophisticated _____.

- 5 In the film *Modern Times*, Charlie Chaplin is seen working on a _____ in a factory which makes him behave somewhat robotically.
- 6 When you go to a rock concert, you want to hear all the big famous _____ that the audience can _____ to.
- 7 Thomas Newman has composed some of the best-known film _____ of the last 20 years.
- 8 After singing _____ to the baby for half an hour, the mother still couldn't get him to go to sleep.
- 9 Pentatonix are a great _____ singing group – you can hardly tell they're not using any instruments because their voices are so versatile.

____ / 10

Paragraph completion

4 Complete the paragraph with appropriate words.

Whatever your chosen profession or job, these days it's becoming ¹_____ and more important to come up with new creative ideas in order to move ahead in your career. Insight and innovation are ²_____ tools psychologists say we need in order to do ³_____. But how do we cultivate creativity in young people in preparation for the brave new world of work, when research tells us that schools may be killing creativity? Some psychologists think that ⁴_____ children's physical freedom has declined, ⁵_____ has their ability to think and act creatively. Spending longer and longer chained to desks and computers will almost certainly affect our mental flexibility at any age. Your best ideas may pop into your ⁶_____ when you ⁷_____ expect it, and whether you are a morning or an afternoon person is ⁸_____ to have a bearing on your concentration as well as your creativity. The best companies allow staff time during the day to reflect, to meet in break-out rooms and even to play. ⁹_____ companies leave business to the men in suits, nobody knows. But ¹⁰_____ thing I know for certain – creativity can make us more productive at work and happier as human beings.

____ / 10

* For a writing task related to Units 7–8, turn to page 89.

I can:

- use comparison and speculation
- use ellipsis and substitution
- use fronting and cleft sentences
- use job suffixes and talk about jobs
- talk about work and technology, musical genres, songs and playing music
- recommend and give advice
- use expressions to hesitate, fill pauses and emphasise
- write a letter of application and a review