

VOCABULARY

PERSONAL QUALITIES

- 1 A** Complete the words about personal qualities.
- He won the election because he is a g_____ c_____. People enjoy listening to him talk.
 - Susan's h_____ -w_____ nature helped her through university, when she had to study a lot.
 - Tim started at the bottom of the company, but he was a_____. He knew that one day he would be the manager of the whole organisation.
 - Lucy's a very g_____ l_____. She listens to people and then decides what's best for everyone to do.
 - He hates to lose a race. He's very c_____.
 - I find it difficult to make decisions. I'm a bit i_____.
 - You need to be more creative and think o_____ t_____ b_____.
 - They are a group of very m_____ students. They are keen to work hard.
 - Being a racing driver, Anton has to be a r_____ t_____. He isn't afraid of danger.



B Find words or phrases in Exercise 1A which have the **opposite** meaning to 1–8.

- makes decisions easily indecisive
- not interested in competing with others _____
- lazy _____
- thinks the same as everyone else _____
- doesn't communicate well _____
- not good at organising a team of people _____
- doesn't like dangerous situations _____
- not interested in becoming successful _____

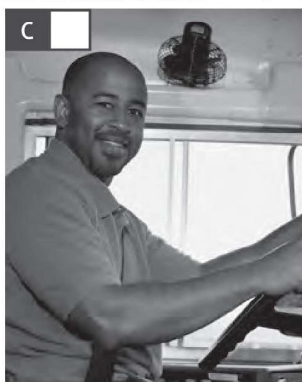
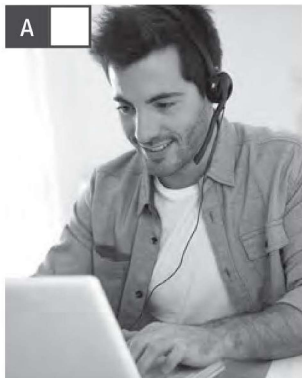
GRAMMAR

MUST/HAVE TO/SHOULD (OBLIGATION)

- 2** Match sentences 1–10 with sentences a)–j). Then underline the correct alternative.
- We *don't have to/shouldn't* wear a uniform at work.
 - You *shouldn't/have to* stay up all night studying.
 - I think you *should/mustn't* talk to your boss.
 - You *don't have to/mustn't* drink and drive.
 - I think he *mustn't/should* start his own company.
 - Nurses *have to/should* work long hours.
 - You *don't have to/mustn't* cheat during the exam.
 - I *must/don't have to* leave at 4 o'clock.
 - You *should/don't have to* apologise for his behaviour.
 - We *should/must* remember to book the tickets today.
- He's very ambitious.
 - You need to find out why he shouted at you.
 - It wasn't your fault.
 - You'll be thrown out of the college.
 - We can wear whatever we want.
 - It'll be too late if we wait until tomorrow.
 - It's against the law.
 - Otherwise I'll miss my train.
 - You'll be too tired tomorrow.
 - It's no good if you want a nine-to-five job.
- 3** Correct one mistake in each sentence.
- You must ~~to~~ tell him as soon as possible.
 - I've finished this exercise. What I should do now?
 - The clients don't has to come to the office. We can meet them at the restaurant.
 - I shouldn't to tell you this, but the boss is leaving on Monday.
 - Do we have wear a uniform?
 - Everybody must leaving the building by 6p.m.
 - She have to be at work by 7.30a.m.
 - I think you should to check what time the film starts.
 - You don't must use a mobile phone in the classroom.
 - We have wait until the IT man comes to fix the system.

LISTENING

4 A Look at the pictures. What qualities do you think are important for these jobs?



B **4.1** Listen to six people talking about their jobs. Match pictures A–F above with speakers 1–6.

C Listen again. Who says these things? Write the number of the speaker next to each statement.

- You have to be organised and have a good memory, too.
- And you need to pay attention to detail.
- You shouldn't get stressed too easily.
- You have to care about the people you're looking after.
- You always have to be on time.
- And you have to be able to work well under pressure.
- You must be very accurate and observant. *1*
- You have to be able to stay calm.

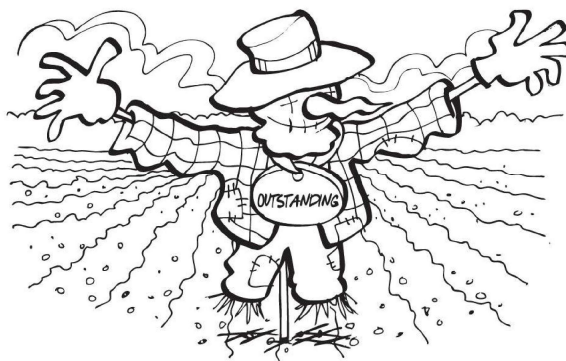
VOCABULARY PLUS

CONFUSING WORDS

5 A Complete the conversations with the words in the box.

job work remember remind forget leave
hear listen fun funny

- A:** Oh no, _____ to that. It's raining and I don't have an umbrella.
B: Why not? Did you _____ it at home?
A: Yes, I did.
B: Here. Use mine.
- A:** Can you _____ me to post that letter on the way home?
B: Sure. Just _____ to bring it with you.
- A:** Did you have a good night last night?
B: Yes, it was really _____. We danced until two in the morning, but today I feel terrible.
- A:** I got the _____, by the way.
B: Congratulations! That's brilliant news.
A: Yes, I'm so excited. Finally, I'm going to earn a proper salary.
B: That's great. Well done.
- A:** I've got to go to _____ now. I'll see you later.
B: Yes, don't _____ we're meeting Chaz at 7.30.
A: Don't worry. I'll be there.
- A:** Did you _____ the joke about the scarecrow?
B: No.
A: He won an award for being outstanding in his field.
B: That's not even _____.



B Complete the sentences with words from Exercise 5A.

- Can you _____ me to call my brother later? It's his birthday.
- Did you _____ about that couple who won millions of pounds on the Euro lottery?
- I don't get paid enough. I need to get a new _____.
- We're having a meeting tomorrow morning. Don't _____!
- I really enjoy my _____. I find it interesting, and the people I work with are good _____.
- He's so _____. He always makes me laugh.



DREAM JOB turns into

NIGHTMARE

- 1 It was advertised as the best job in the world. And it certainly looked good. You would be paid (\$189,000 for six months) to surf, sail and swim. The job came with a beachside mansion, with its own swimming pool, and fantastic views of the ocean. All you had to do was look after tiny Hamilton Island, situated off the coast of Queensland. Duties included feeding the fish and writing a blog of your experiences to help encourage tourism in the area. There were more than 34,000 applicants for the job from all over the world, so Ben Southall was delighted when he beat them all and won the contract.
- 2 But, as it turned out, it wasn't quite the dream job that some people might have expected. Firstly, it was incredibly busy. Ben found himself working seven days a week and up to nineteen hours a day. He had a busy schedule of events to attend, with promotional events, press conferences, training courses and administrative duties. 'It has been very busy, busier than most people would have imagined, and certainly busier than I had imagined,' Mr Southall told reporters when he finished his contract.
- 3 In fact, during his six months, Ben visited ninety 'exotic locations', made forty-seven video diaries and gave more than 250 media interviews – including a chat with popular US TV host Oprah Winfrey. He also posted more than 75,000 words in sixty separate blogs, uploaded more than 2,000 photos and 'tweeted' more than 730 times.

- 4 That didn't leave much time for surfing, sailing or simply relaxing and enjoying the sea views. And when he did get the chance to try out his water sports, things didn't always go well. On one trip, Ben was stung by a deadly jellyfish. Irukandji jellyfish are transparent and very small, so they are very difficult to see in the water.
- 5 In his blog, Ben describes how he was enjoying jet skiing with some friends, when as he climbed off the jet ski, he felt a sting on his arm. Within thirty minutes, Ben was feeling the venom. He was hot and sweaty, with a headache, pains in his chest and high blood pressure. Ben had to be rushed to a doctor who diagnosed the symptoms and gave him some medication. Luckily, Ben was fine, but it was an unwelcome end to his stay in paradise, and not how he expected to spend his last few days on Hamilton Island. Ben was lucky to survive.
- 6 However, he still insists that he enjoyed himself immensely. In fact, Tourism Queensland is offering him a new contract, and he will also write a book about his experiences.



READING

- 1 A** Ben Southall got a 'dream job': looking after Hamilton Island, off the coast of Queensland, Australia. The article describes how the job turned into a nightmare. Which of these problems do you think it will mention?

loneliness free time feeling bored
problems with animals illness
money other

B Read the article to see if you were right. Then answer the questions.

- 1 What three things help to make the job 'the best job in the world'?

- 2 Why was the job not as 'ideal' as it seemed at first?

- 3 What happened to Ben towards the end of his contract?

- 4 What is he going to do now?

- 2** Tick the things which Ben did as part of his job.

- 1 gave speeches
- 2 made video diaries
- 3 managed a big team of people
- 4 gave interviews
- 5 attended press conferences
- 6 learned a new language
- 7 met politicians
- 8 wrote a novel
- 9 wrote a blog about his experiences
- 10 learned to surf and sail

- 3** Find words or phrases in the text to match definitions 1–8.

- 1 a large house by the sea (paragraph 1) _____
- 2 a plan that includes a lot of things to be done in a short time (paragraph 2) _____
- 3 meetings at which someone answers questions asked by people from newspapers, television, etc. (paragraph 2) _____
- 4 activities involved in managing the work of a company or organisation (paragraph 2) _____
- 5 posted a comment using the website Twitter (paragraph 3)

- 6 have an opportunity (paragraph 4) _____
- 7 taken very quickly (paragraph 5) _____
- 8 very, very much (paragraph 6) _____

VOCABULARY

EXTREME ADJECTIVES

4 Complete the sentences with the correct word.

- 1 a) I thought the show was *brilliant/boiling*.
b) Is the heating on? It's *brilliant/boiling* in here.
- 2 a) Have you heard the news? Isn't it *terrible/furious*?
b) All the trains were delayed. I was *terrible/furious*.
- 3 a) I'd invite you round, but my apartment is *delicious/tiny*.
b) Have you tried these salads? They're *delicious/tiny*.
- 4 a) I can't do it – it's *exhausted/impossible*!
b) I'm going home. I'm *exhausted/impossible*.
- 5 a) It's a(n) *fascinating/enormous* story of naval history.
b) \$50,000! That's a(n) *fascinating/enormous* amount of money!

GRAMMAR

USED TO, WOULD

5 Complete the paragraphs. Use one word for each gap.

'I used ¹ _____ work for a big company. I ² _____ to work long hours and I ³ _____ dream of living in a more exotic location, sitting on a beach with my laptop. Now I run my own website business. I don't earn as much money as I ⁴ _____ to earn, but I'm much happier.'

'I ⁵ _____ to work as a computer programmer. Most of the time, I ⁶ _____ enjoy it. But I didn't ⁷ _____ to like being in an office all day. So, I decided to get a job working outdoors. Now, I train people in forestry skills, so I'm outside most of the time. And my lifestyle is much healthier than it ⁸ _____ to be.'

6 A Rewrite the sentences with *used to*.

- 1 Did you spend your holidays by the sea?

- 2 We didn't have a dog when I was a child.

- 3 I loved reading in the evening, but now I'm too tired.

- 4 I remember how I sat in my grandfather's studio and watched him paint.

- 5 Children always played around on the streets in the old days, but there's nobody here now.

- 6 They lived in a big house, but they had to move.

B Tick the sentences in Exercise 6A where you could replace *used to* with *would*.

7 A Look at the underlined words. Are they pronounced with a /s/ or /z/ sound?

- 1 I used to be very sporty.
- 2 Can I use your phone?
- 3 He never used to worry about it.
- 4 I used to live in the USA when I was 18.
- 5 This stuff is used to kill insects.
- 6 I don't use the car much any more.
- 7 We used to love going there on holiday.
- 8 I didn't use to live in Europe.

B ▶ 4.2 Listen and check. Then listen and repeat. Focus on the pronunciation of /ju:stə/.

WRITING

A COVERING LETTER; LEARN TO ORGANISE YOUR IDEAS

8 A Put the covering letter in the correct order.

- Thank you for your consideration. If you require any further information, please do not hesitate to contact me. I can be reached at vinniej22@gmail.com or 07788 922 123. I look forward to hearing from you ¹soon.
- 1 Dear Ms Nelson,
- I believe that my communication skills, customer service abilities and positive work ethic would make me an asset to the shop.
- I am currently studying English at Exeter University and I am looking for summer work to help me finance my studies. ²I think I would be good at this job. Firstly, I am both hard-working and organised, and I have excellent communication skills. Secondly, I have ³shown that I am good at customer service. In my previous job, on the reception desk at Queen's Hospital, I had ⁴practical experience of providing quality customer service and working with all types of people.
- Yours sincerely,
- I am writing to you ⁵about the summer position at SunnySam's Electronics, advertised on www.summerjobs4students.com. ⁶I want to apply for the post. I attach my CV, application form and all the information required in the advertisement.
- Vinnie Jessop

B Replace the underlined sections 1–6 in the letter with the phrases in the box. Write the correct number.

hands-on at your earliest convenience
 regarding proven ability at
 I would like to submit an application
 I believe I meet all the requirements of the post

C Write a covering letter (120–180 words) for a summer job working as a restaurant/shop manager.

VOCABULARY

BUSINESS

1 A Circle the correct options to complete the text.

Hi Lucy,
 I'm just writing to tell you about my new job. Remember when I had to go for ¹ _____ last month? Well, I got the job. I'm so pleased about it, because I heard a lot of people were ² _____ for it, probably because it has quite a high ³ _____.
 The people in the office are really good fun and it is such a relief not to be out of ⁴ _____ any more. My new boss is in ⁵ _____ of the whole marketing department and she ⁶ _____ it really well. She has lots of really interesting business ⁷ _____ and encourages us to try and do the same. The only problem now is that I still arrive late for work all the time. I hope I don't get ⁸ _____.
 Let me know how you're getting on at work. Speak soon.
 Becca

- | | | |
|-------------------|---------------|--------------|
| 1 a) an interview | b) a job | c) a work |
| 2 a) working | b) attempting | c) competing |
| 3 a) salary | b) money | c) holiday |
| 4 a) work | b) salary | c) employ |
| 5 a) control | b) charge | c) lead |
| 6 a) works | b) is | c) runs |
| 7 a) thoughts | b) ideas | c) posts |
| 8 a) interview | b) boss | c) fired |

B Use the phrases in Exercise 1A to complete the sentences.

- I'm lucky to work there – lots of people _____ to get jobs there.
- Would you prefer to earn a high _____ or do something interesting?
- My boss _____ the business very successfully and it's growing every day.
- He behaved so badly I'm not surprised that he was _____.
- I hate it when I have to do an _____ – I get nervous.
- My cousin has been out of _____ for ages. She doesn't have any money.

FUNCTION

REACHING AGREEMENT

2 Complete the conversation with the phrases in the box.

not sure that I agree suggest we think about
 see what you mean see things
 that's a good idea How about if we That's fine

- A: The way I ¹ _____, the first thing we need to do is update the website.
 B: Yes, ² _____. But we haven't decided what information to put there.
 A: I know. I ³ _____ what should be on the site and then decide who's going to work on it.
 B: ⁴ _____ by me.
 C: I'm ⁵ _____, actually. I think we need to look at the finances first. We don't know how much money we can spend on the website yet.
 B: I ⁶ _____, but I'm not sure what to do. ⁷ _____ decide what we would like first and then look at how much it will cost?
 C: Fine. That sounds good to me.

LEARN TO

MANAGE A DISCUSSION

3 Complete the sentences with the words in the box.

on (x2) all recap to up

- Let's focus _____ the main problems and talk about the rest if we have time.
- OK, but first of _____, we need to look at the notes from the last meeting.
- Moving _____ to the next point. What are we going to do about salaries?
- So, let's _____ on the main ideas we've discussed and then we'll stop for lunch.
- I think we need to come back _____ the decision to relocate.
- Let's sum _____ what we've talked about.

