

Moving on

8

Listening

Multiple matching (Part 3) ► CB page 78

1 Match expressions 1–5 with meanings A–E.

- | | |
|------------------------|----------------------|
| 1 be top of my list | A start something |
| 2 take the first steps | B relax |
| 3 earn big money | C investigate |
| 4 go into something | D have a good salary |
| 5 chill (with friends) | E be most important |

2 **17** You will hear five different people talking about jobs they plan to do in the future. Choose from the list (A–H) the reason each speaker gives for wanting to do the job. There are three extra letters which you do not need to use.

- A the influence of friends
- B following a parent's example
- C pursuing a dream
- D the salary
- E a desire to travel
- F good prospects for promotion
- G wanting to combine a hobby with work
- H the chance to meet people

- Speaker 1
- Speaker 2
- Speaker 3
- Speaker 4
- Speaker 5

Vocabulary

collocations and phrasal verbs with *work*

► CB page 79

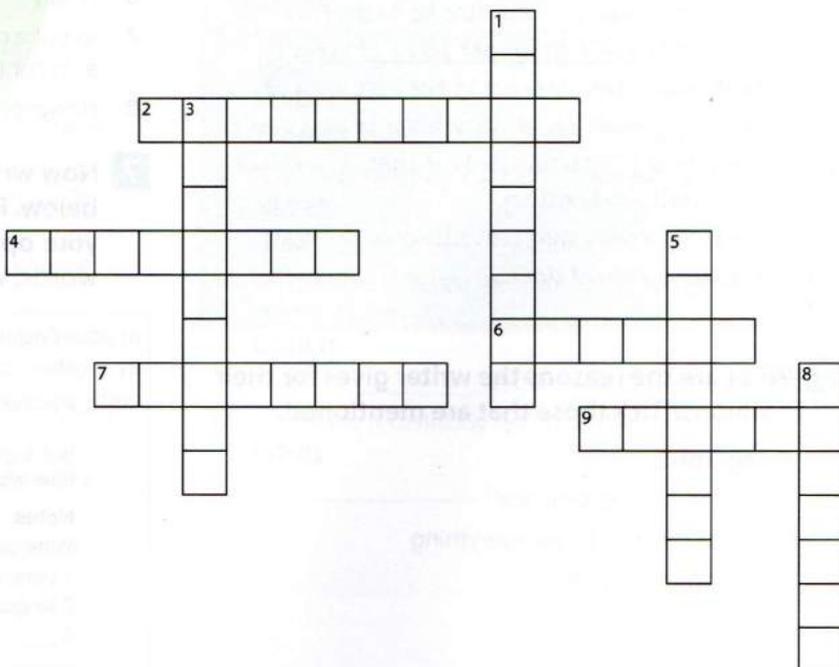
1 Complete the sentences and do the crossword.

Across

- 2 Nursing used to be considered a female ...
- 4 work out (in a gym)
- 6 He got his job through an employment ...
- 7 She was not allowed to ... medicine when she first arrived in Australia.
- 9 There are a lot of ... opportunities in engineering.

Down

- 1 worked up (about an upsetting incident)
- 3 work out (the cost of something)
- 5 Acting is great but there's no job ...
- 8 We managed to work around the ...



Speaking

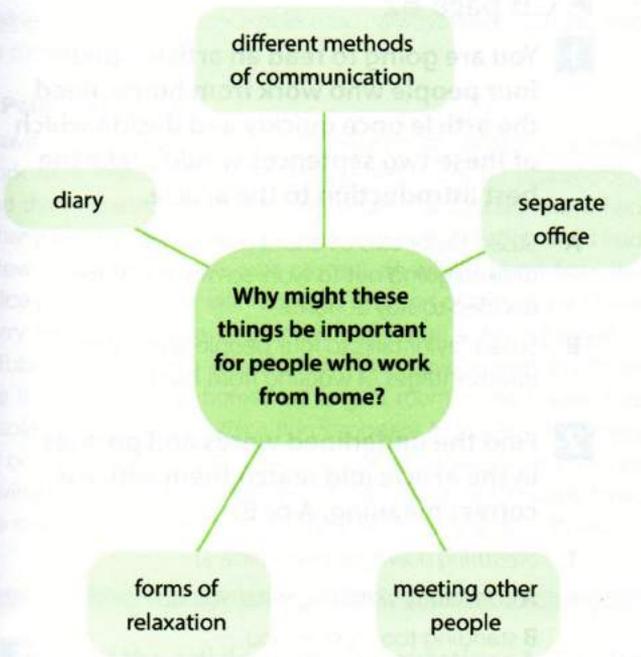
Collaborative task (Part 3)

▶ CB page 80

agreeing and disagreeing

1 Look at the speaking task and the discussion that two students had about it. Complete the discussion with the words in the box.

Here are some things that people often think are important when they work from home. Talk together about why these things might be important for people who work from home.



self-disciplined distraction deadlines
desktop colleagues concentrate
desk landline

A = Ana, M = Marek, E = Examiner

- A:** Well, if you work at home I think it is important to have contact with other people.
- M:** I suppose so. If you don't have any **(1)** to talk to you need other people around.
- A:** It's good to have a bit of company but the trouble with friends and relatives in the house is that they can be a bit of a **(2)**
- M:** I think you need a separate office though. After all, if you're working you need to be able to **(3)** I know I'd be tempted to sit on the sofa!

- A:** That's just what I was going to say. I'd probably convince myself I could work lying down on the sofa. I know what you mean about the TV being unnecessary.
- M:** So would you agree that the computer is absolutely essential though?
- A:** I would, but actually I'm not sure that it's necessary to have a **(4)** computer. Maybe a laptop would be better. Then you can work anywhere – even in the garden.
- M:** Yes, that's true but I'm not very **(5)** and on sunny days I'd probably be out in the garden rather than getting my work done.
- A:** Ah, but that's why it would be important to have a diary to keep track of your **(6)**
- M:** Yes, absolutely. What about communication? I wouldn't actually want a telephone on my **(7)** if I was working at home. There'd be too many interruptions that weren't related to work.
- A:** I agree up to a point. You probably don't need a **(8)** if you've got a mobile, but you certainly need an internet connection.

2 Now decide which one is not important.

3 Look at the underlined expressions in the discussion in Activity 2 and put them into the correct section.

Agreeing	
(1)
(2)
(3)
(4)
Asking for an opinion	
(5)
(6)
Expressing opinions	
(7)
(8)
(9)
(10)

Grammar

reporting verbs ► CB page 81

1 There are mistakes in some of the sentences below. Find and correct the mistakes and tick the sentences that are correct.

- 0 Andrew asked me whether I ~~will~~ **would** finish the report by Friday.
- 1 Carlos told that he would meet us at the cinema.
- 2 Harry offered giving me a lift to the station.
- 3 Joe reminded me to call the hotel to cancel the reservation.
- 4 The boss accused me using the internet at work.
- 5 We warned him to avoid the traffic jam in Port Street.
- 6 Sue suggested us to take the bus because the trains were running late.
- 7 Juan explained that the computer system had crashed so emails weren't getting through.
- 8 Peter refused apologising to Mary.

2 For questions 1–6, complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words, including the word given.

- 0 'Can you lend me your car, Lee?' asked Chris.
BORROW
Chris asked Lee if he could borrow his car.
- 1 'I don't think you should go out without an umbrella,' said Jaime.
ADVISED
Jaime go out without an umbrella.
- 2 'I didn't write that bad report,' he said.
DENIED
He that bad report.
- 3 'Send Bob a card – it's his birthday on Friday,' said Mum.
REMINDED
Mum a card because it was his birthday on Friday.
- 4 'Don't forget to lock up before you leave,' the boss told us.
WARNED
The boss before we left.
- 5 'You should take more exercise,' said the doctor.
RECOMMENDED
The doctor more exercise.
- 6 'I'll help you with that report,' said Karen.
OFFERED
Karen with the report.



Reading

Multiple matching (Part 7)

► CB page 82

1 You are going to read an article about four people who work from home. Read the article once quickly and decide which of these two sentences would make the best introduction to the article.

- A Susan Taylor tells us about four people who disliked going out to work so much that they decided to stay at home.
- B Susan Taylor talks to four people about the disadvantages of working from home.

2 Find the underlined words and phrases in the article and match them with the correct meaning, A or B.

- 1 breathing down your neck (line 3)
A constantly watching what you do
B standing too close to you
- 2 lifeline (line 13)
A a kind of telephone line
B something that makes it possible for you to survive
- 3 established (line 16)
A recognised and accepted
B conservative
- 4 squished (line 21)
A seated on soft cushions
B between people who are pushing against you
- 5 switch off (line 24)
A stop a machine working
B stop thinking about work
- 6 ungodly (line 30)
A very early B not religious
- 7 dodgy (line 53)
A exciting B low quality

When you don't go out to work

A Max: language tutor

My work involves teaching people English via the internet. The best thing about working from home is not having anyone breathing down your neck or telling you what to do and being able to work in your own time. I teach people in other time zones 5 **so** a lot of my classes are in the evenings or early mornings. The negative points have to be when an unexpected caller insists on ringing the doorbell when I'm working or when it's a very hot, sunny day and you'd rather be out in the sunshine but have to put in your hours. At the beginning, I was putting in far too 10 many hours, actually. That was before I started using a diary. I make a note of all my appointments and classes, personal and professional alike. I don't think I could manage without it. It's my lifeline. I have one unbreakable rule: I always keep Sunday free for myself.

B Peter: historian

15 I have always been home-based. Soon after university I started work as a researcher for an established writer on archaeology and then I started writing my own books. Of course, I have had other jobs. As a kid I used to help in my parents' shop and I had a few holiday office jobs as a student **as well**. I learnt from the 20 office jobs that I never wanted to do that sort of thing again! I feel sorry for those people who spend two hours a day squished in a Tube train breathing in bad air and then have to work in places like that. My office at home, the largest room in the house, has a sofa, TV and radio. I think it is important to be able to switch 25 off occasionally and watch the news or whatever. Apart from not having to commute, you can also do two things at the same time, like monitoring the washing machine while getting on with work.

C Mervin: musical supplier

I supply music rolls for mechanical organs. For me working from home has all the usual advantages like not having to get up at some ungodly hour to go out to work, especially when it's freezing 30 outside; no office politics, no boss looking over my shoulder and I can sit in the garden with my wife when the sun comes out. I can't think of any disadvantages **but** there are some things to take into account. Firstly, a home-based business sometimes has less credibility than a 'proper' one. It's generally not a good 35 idea to let new customers know that you are working from home until you can show them that you are serious about what you do. **Another thing is that** sometimes it is illegal to run a business from your premises unless you get planning permission, especially if your work involves extra traffic, either deliveries or 40 people, activity or noise.

D Gary: magazine journalist

I was injured in a car crash and was stuck in the house with nothing to do. I did a lot of thinking about things and realised that I hated my job so much that it was making me miserable. **Despite** having wanted to be a journalist since I was a kid, I'd 45 never really tried to get into it. It seemed a good time to change that, so I decided to contact a magazine with some story ideas. I ended up with my first commission and had enough work to go self-employed within six months. I need to do things pretty much the minute I get the commission. I don't mind, **though**. I like 50 the pressure. I do find that without it, I just don't work. I need to have a bit of a crisis mentality. That's where I get the motivation from. Without it I end up watching dodgy television programmes instead of working.

3 Read the article again. For questions 1–10, choose from the people A–D.

Which person

offers some advice to others planning to work from home?

finds it annoying when others interrupt his work?

had to control the amount of time he was spending on work?

sometimes finds self-discipline a problem?

regards taking breaks and relaxing as a good thing?

likes to spend longer in bed in the mornings?

resists the temptation to go and sit outside?

realised early on that he could not do some sorts of work?

has managed to fulfil an ambition?

is sympathetic with other workers and what they have to put up with?

4 Complete the paragraph with the words and phrases in bold in the article in Activity 2.

I work in the evenings from five to ten. I don't mind (1) It means I don't have to get up early in the morning. (2) if I have to do something like go to the bank or the dentist, I don't have to take time off work. I can do all my shopping in the mornings (3) My girlfriend is a student and her classes are in the mornings (4) we don't get to see much of each other during the week. That's a pity (5) it can't be helped. (6) not getting home until about 10.30, I usually manage to be in bed by eleven. I like to meet up with friends for a drink or to go to the cinema but I need my sleep too.

Grammar

reported statements ► CB page 84

1 Look at the answers a candidate gave in an interview and complete the report the interviewer wrote below.

I studied English and history but I also took modules in French and Italian.

I'm working with an advertising company now and I worked in London before that.

I've been working with the company for two years. I earn around £24,000.

I really enjoy the teamwork in my current job because I'm a team player.

I prefer to stay where I am at the moment – I don't want to move to London because it's only an hour on the train and there are regular services.

I am not being stretched in my current job and I need a challenge.

I have good communication skills; I don't have any weaknesses.

I will bring a fresh and different approach to the work – and I'm enthusiastic.

She said that she **(1)** English and history at university but also she **(2)** modules in French and Italian. She said currently she **(3)** with an advertising company, and **(4)** in London before that. She **(5)** with her present company for two years. She told me that her current salary was £24,000 and that what she enjoyed about her current job **(6)** the teamwork – she explained that she was a team player. When I asked whether she **(7)** to London, she replied that she **(8)** to stay where she was because it **(9)** only an hour on the train and there **(10)** regular services. She said that she wanted the job because she **(11)** stretched and that she **(12)** a challenge. She said that she had good communication skills, and **(13)** any weaknesses and that she **(14)** bring a fresh and different approach to her work. She **(15)** also enthusiastic. I liked her and would recommend her for the job.

Use of English

Word formation (Part 3) ► CB page 85

1 Add the suffixes from the box to the correct words below to make nouns. There is one you do not need to use.

-iour -ant -er -or -ative -ment -ism

- | | | | |
|---|----------------|---|------------|
| 1 | tourist | 4 | improve |
| 2 | application | 5 | employment |
| 3 | representation | 6 | behave |

2 For questions 1–8, read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the gap in the same line. There is an example at the beginning (0).

What NOT to do at a job interview!

People often feel **(0)** *extremely* nervous before they go for a job interview and are worried about how to make a good first **(1)** on a potential **(2)**, There is lots of advice on the internet about what job **(3)** should do to increase their chances of having a successful interview, so here are some hot tips on what to avoid. Number one is dress **(4)** If you turn up for an office job wearing casual clothes you will be off to a very bad start. Secondly, avoid too much **(5)** – I don't mean with your interviewers who **(6)** will expect you to talk to them, but with your friends, who may call you at the most **(7)** moment on your mobile phone. Finally, even if you don't get the job, don't take it **(8)** Learn from the experience and any mistakes you may have made. Move on to the next opportunity – it will almost certainly be better!

EXTREME

**IMPRESS
EMPLOY**

APPLY

APPROPRIATE

**COMMUNICATE
NATURAL**

CONVENIENT

PERSONAL

Writing

Letter of application (Part 2)

► CB page 86

About the exam:

In Part 2 of the Writing paper, you may have the opportunity to write a letter of application for a job, course, etc.

Strategy:

- Read the task carefully and underline the key words and phrases.
- Use a formal style and include the following information in this order:
 - 1 Why you are writing, where you saw the advertisement and which position you are applying for.
 - 2 Why you are a suitable candidate (your skills and qualifications).
 - 3 When you will be available and how you can be contacted.

1 Look at this task and the letter of application a student wrote. Put the sentences in the correct order.

You see this advertisement in an international newspaper.

Trainee Journalist

We are looking for an enthusiastic and creative person with a good knowledge of student life and young people's interests to work as a trainee journalist on our most recently launched magazine, *Actualise it!*

We offer flexible working hours and conditions, training on the job and intensive courses in Chinese or English.

Send a letter of application to:

Mark Ellington
Editor
Actualise it!
37 Westwick Gardens
London

Write your letter of application in 140–190 words.

Dear Mr Ellington,

..... I can be contacted by telephone on 01094893214 or by email at SamRuffolo@ymail.com.

..... Also, would it be possible to learn both the languages you mention in your advertisement? I have a good knowledge of English, but can certainly improve and I have always wanted to study Chinese.

..... Firstly, I would like to know whether it would be possible to work from home.

..... I am writing in reply to your advertisement in Tuesday's *Global News*.

..... I would like to ask some questions about the position.

..... I would like to apply for the position of trainee journalist on *Actualise it!* magazine.

2 Now look at these DOs and DON'Ts for job applications and the letter in Activity 1. Tick (✓) the advice the student has followed.

- 1 **DO** say which job you are applying for, and where and when you saw it advertised. Invent a newspaper and date if you need to.
- 2 **DO** mention each of the areas in the advertisement when you write your application.
- 3 **DO** say how you can be contacted.
- 4 **DON'T** forget to mention why you would be suitable.
- 5 **DO** begin and end your letter as you would other formal letters.

3 Read the task in Activity 1 again. Rewrite the student's letter, adding in all the information required. Remember to divide your letter into paragraphs.

Multiple-choice cloze (Part 1)

For questions 1–8, read the text below and decide which answer (A, B, C or D) best fits each gap. There is an example at the beginning (0).

A review of a collection of short stories

This collection of short stories is not an optimistic read in which good conquers evil; (0) *A instead* it explores the idea that horror and evil live inside us all.

The first story concerns the psychological (1) that occur after a man persuades his own son to help him murder his wife. The reader is left to (2) his own mind about whether the supernatural is involved, though I suspect in this (3) it isn't.

The second story is based on the (4) of revenge. It follows the victim of a crime, and the cold-blooded way in which she (5) the situation. Although she is cruel, we feel genuine (6) for her problems.

Finally, there is an exciting account of what would happen if, after many years of marriage, you (7) your spouse was a serial killer – and he knew that you knew.

Overall, (8) some flaws, this is generally a satisfying collection of stories, which I recommend.

- | | | | | |
|---|--------------|-----------------|----------------|-----------------|
| 0 | A instead | B and | C despite | D though |
| 1 | A ends | B significances | C consequences | D summaries |
| 2 | A make over | B make out | C make up | D make for |
| 3 | A moment | B time | C place | D case |
| 4 | A movement | B argument | C sense | D theme |
| 5 | A gets up to | B deals with | C comes up to | D goes with |
| 6 | A sympathy | B identity | C sensitivity | D consideration |
| 7 | A found out | B looked for | C went through | D got from |
| 8 | A since | B although | C in spite of | D as |

Open cloze (Part 2)

For questions 9–16, read the text below and think of the word which best fits each gap. Use only one word in each gap. There is an example at the beginning (0).

Not ideal – but good enough!

I fell into my first job (0) *by* chance. I'd graduated with a reasonable degree, but I was at (9) loss to know what to do next. I had no money, but (10) this I had unrealistic dreams of being able to travel the world. (11) the end what happened was a happy coincidence. An uncle of mine had set (12) a language school in the Caribbean, and needed someone to help him run the office. I jumped at the chance, (13) at the time I had no idea that it would turn out to be a real challenge. There were (14) many problems to deal with that I couldn't cope, (15) there were times when I felt overwhelmed. The advantages included good money and fantastic weather, but finally the pressure became too great so I quit. (16) , working in a school helped me realise that was what I really wanted to do, and now I'm a teacher!

Word formation (Part 3)

For questions 17–24, read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the gap in the same line. There is an example at the beginning (0).

The perfect horror novel

What is the most important (0) *factor*..... in creating a perfect horror novel? The most (17) horror novelists realise that simply delivering cheap shocks through descriptions of violence is not the best way to do it. (18) writers appeal to the reader’s feelings by creating (19) characters, and are also able to produce extremely powerful images that stay in the reader’s mind for a long time. They understand that the most (20) things are in our own imaginations, not what we actually read on the page.

Of course their novels also work up to a very intense climax, but perfect horror novels involve the reader at an (21) level and often don’t end with any kind of clear (22) This leaves the reader in a state of suspense. They can suggest that there are many (23) realities that exist beyond the one we live in, and this creates (24) possibilities for their readers.

- FACT
- SUCCESS
- PROFESSION
- BELIEVE
- SCARE
- EMOTION
- RESOLVE
- DIFFER
- AMAZE

Key word transformations (Part 4)

For questions 25–30, complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words, including the word given. Here is an example (0).

Example:

0 'Why don't you stay to dinner, Jo?' asked Peter.

INVITED

Peter *invited Jo to stay* to dinner.

25 'Don't open your present until your birthday,' Carol told Sue.

NOT

Carol told Sue until her birthday.

26 'I'm sorry I was late for the meeting,' said Carlo.

APOLOGISED

Carlo late for the meeting.

27 I become very upset if I have any pressure at work.

WORKED

I if I have any pressure at work.

28 How is your relationship with Mike these days?

GETTING

How with Mike these days?

29 You were wrong to tell Jim about the surprise party.

SHOULD

You Jim about the surprise party.

30 It rains so much that everyone carries an umbrella.

SUCH

It that everyone carries an umbrella.