



INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

## Digitální učební materiál

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### The world of work

#### 1 Use the words below to complete the text. Looking for a job.

*qualifications*      *experience*      *CV (curriculum vitae)*  
*interview*      *application*      *section*

I thought it would be easy to find a job when I left school, but it's been really hard. 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 replied. I must have filled in at least thirty \_\_4\_\_ forms and I've only had one reply. I went for a/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.

#### 2 Use these words to complete the text. Job advertisements.

*salary*      *experience*      *temporary*      *rates*      *position*  
*training*      *leave*      *apply*      *requires*      *applicant*

#### Receptionist

Local hotel \_\_1\_\_ receptionist, Monday – Friday, 9am – 1pm. Good \_\_2\_\_ of pay. Tel: 0123456.

#### Accountant

Full-time \_\_7\_\_ in busy car hire company. To start immediately. Computer skills essential. \_\_8\_\_ according to age and experience. Phone John on 0123456.

#### Sales assistant

The successful \_\_3\_\_ must be hard-working, responsible and honest. Previous \_\_4\_\_ an advantage but full \_\_5\_\_ will be provided. \_\_6\_\_ to: Mrs. Martin, tel. 0123456.

#### Nurse

\_\_9\_\_ position for three months to replace nurse on maternity \_\_10\_\_.

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3 Match the words with their definitions.

1 application form	A A statement of your achievements in your previous job.
2 CV	B Moving to a higher post in a company.
3 employer	C Process of examining a candidate for the job.
4 letter of application	D A person who is over 65 and has stopped working.
5 OAP(old age pensioner)	E A form that you fill in to apply for a job.
6 promotion	F A written report on your qualification and work experience.
7 reference	G A letter which is written to apply for a job.
8 interview	H A company or a person that gives you a job.
9 vacancy	I Time you spend at work in addition to normal working hours.
10 overtime	J A job that is available and you can apply for it.

4 Use some of the words from exercises 1 – 3 to complete the application letter.

January 1, 2013

Dear Sir/Madam,

I would like to \_\_1\_\_ for the \_\_2\_\_ of assistant at your company.

1 \_\_\_\_\_

I saw your advertisement on the Internet yesterday.

As you will see from my \_\_3\_\_, I have all the \_\_4\_\_ you require:

2 \_\_\_\_\_

a university degree and several certificates in foreign languages.

I also have two years' \_\_5\_\_ of similar work in my hometown,

3 \_\_\_\_\_

Bradford. While working there, I was responsible for contacts with

customers, both face to face and online. Attached you will find the

4 \_\_\_\_\_

\_\_6\_\_ from my previous employer.

My computer skills include using all the applications in Microsoft

5 \_\_\_\_\_

Office.

I look forward to an opportunity to meet you in person. Please

6 \_\_\_\_\_

contact me at any of the email addresses or telephone numbers to

arrange for a/an \_\_7\_\_.

7 \_\_\_\_\_

Yours faithfully,

John Smith



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### 5 Complete the text with the right words. The first letter is provided.

During my life, I've had the following sources of i\_\_1\_\_: as a student I worked in a pub where the w\_\_2\_\_ were poor but the t\_\_3\_\_ were good. Then I got a job with this firm. My starting s\_\_4\_\_ was not very high, but soon I got a pay r\_\_5\_\_ and an annual b\_\_6\_\_. There are also fantastic b\_\_7\_\_: six weeks' p\_\_8\_\_ holiday a year, guaranteed s\_\_9\_\_ pay if you're ill and free day c\_\_10\_\_ for pre-school children.

1\_\_\_\_\_ 2\_\_\_\_\_ 3\_\_\_\_\_ 4\_\_\_\_\_ 5\_\_\_\_\_  
6\_\_\_\_\_ 7\_\_\_\_\_ 8\_\_\_\_\_ 9\_\_\_\_\_ 10\_\_\_\_\_

### 6 Read the job descriptions and guess what job each person has.

- 1 My job is so boring. It's the same thing day after day. And the shifts are awful.
- 2 It's a very friendly place to work. All the staff have been really helpful since I joined the firm a couple of months ago. And the boss is wonderful.
- 3 I find it very challenging. It requires a lot of concentration and determination to do business at the stock exchange.
- 4 It's so repetitive. I just sit there all day filling in the forms.
- 5 This job's so stressful. I just can't cope with all those sad stories.
- 6 It's very satisfying to know that you've helped somebody through their exams.
- 7 Knowing that I might have saved somebody's life is very rewarding.
- 8 I wish I could interview a really famous actor or actress. That would be amazing.

### 7 Compare your suggestion with the listed jobs.

instructor	personal assistant
journalist	fire-fighter
stockbroker	office clerk
factory worker	nurse



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**8 What affects your choices of career? Complete the phrases and choose the three most important factors for you.**

job sick paid benefits promotion salary flexible job maternity colleagues

- |                            |                              |
|----------------------------|------------------------------|
| 1 _____ holiday            | 6 _____ pay                  |
| 2 _____ satisfaction       | 7 _____ working hours        |
| 3 prospects of _____       | 8 fringe _____ or perks      |
| 4 _____ or paternity leave | 9 high _____                 |
| 5 _____ security           | 10 friendly supportive _____ |

**9 Describe your ideal future job in 60 – 80 words.**

*My ideal job ....*



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Answer key:

- 1) 1 section, 2 qualifications, 3 CV, 4 application, 5 interview, 6 experience
- 2) 1 requires, 2 rates, 3 applicant, 4 experience, 5 training, 6 apply, 7 position, 8 salary, 9 temporary, 10 leave
- 3) 1E, 2F, 3H, 4G, 5D, 6B, 7A, 8C, 9J, 10 I
- 4) 1 apply, 2 position/post, 3 CV/résumé, 4 qualifications, 5 experience, 6 reference, 7 interview
- 5) 1 income, 2 wages, 3 tips, 4 salary, 5 rise, 6 bonus, 7 benefits, 8 paid, 9 sick, 10 care
- 6) student's own answers
- 7) 1 factory worker, 2 personal assistant, 3 stockbroker, 4 office clerk, 5 nurse, 6 instructor, 7 fire-fighter, 8 journalist
- 8) 1 paid, 2 job, 3 promotion, 4 maternity, 5 job, 6 sick, 7 flexible, 8 benefits, 9 salary, 10 colleagues
- 9) student's own answers

Zdroje:

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