

A working life

Vocabulary and structure

1 Complete the table with the correct form of the words. Sometimes more than one answer is correct.

Verb	Noun	Adjective
accept		
advise		
	administration, administrator	
arrange		
console		
emphasize		
employ		
fulfil		
× × ×		psychological
	reward	

2 Complete the sentences with the correct form of the words in Activity 1. Sometimes more than one answer is correct.

- 1 My boss was so pleased with my work that he _____ me with another \$200 a month.
- 2 I applied for a job with a big company and didn't get it, so it was a _____ when they asked me to apply for a second job that was almost as good.
- 3 There isn't much work for young people at present and it's _____ to start looking for a job as soon as you leave university.
- 4 Martin's decided that his _____ of a job offer would depend on whether it was near home.

Unit 1 A working life

- 5 The company director sent an email to all her _____ announcing that the company had done very well that year.
- 6 Two of my friends started a small business a few years ago. One of them _____ the business and the other looks for new business.
- 7 Everyone wants a _____ job that will make them feel their work is meaningful.
- 8 Having recently had a child, Sophie made an _____ with her boss that she would work four days a week for the next year.
- 9 At school we took some _____ tests to find out what kind of jobs we would be good at.

3 Replace the underlined words with the correct form of the words in the box. You may need to make other changes.

analysis	conceal	confine	devise	essential
provide	recall	reflect (on)	résumé	

- 1 The child hid his toy under the desk so his teacher couldn't see it.
- 2 When you write a job application, you should restrict the information to important information only. But you should make sure that you do give all the important information.
- 3 The young man thought about the kind of job he would most enjoy doing.
- 4 On the first day of his new job, John couldn't remember when he had last felt so nervous.
- 5 When you go for a job interview it's completely necessary to arrive on time.
- 6 My manager is good at inventing all kinds of tasks to keep me busy.
- 7 It's a good idea to do an examination of your strengths when you are deciding on a career.
- 8 When you send your CV to a potential employer it's wise not to tell even small lies.

4 Underline the correct words in italics to complete each sentence.

- 1 I had decided on a career *in / of* law but I was very conscious *of / at* the fact that it would require a lot of commitment.
- 2 Most of us hope to contribute *for / to* society in some way by the work we do.
- 3 When Matt received a request from a client *with / for* some information he sent it immediately.
- 4 Sadly, in the West, lawyers are perceived *as / of* people who care more about money than anything else.

- 5 It's usual *to / at* do a lot of preparation before a job interview. When Sarah emerged *on / from* her interview she realized that she would have benefited *from / with* more preparation.
- 6 I gained the approval *of / by* my parents by choosing medicine *as / in* a career.

5 Read the information.

Collocations

Nouns which go after:

to change	buses	direction	planes	trains
	your career		your clothes	your job
to make	an arrangement		an attempt (to)	a change
	a contribution		an effort	a decision
	a mistake		money	
to offer	advice		an explanation	assistance
	a reward		congratulations	help
	sympathy		thanks	
to perform	an activity		an action	a duty
	an experiment		a function	a role
	a task			

Verbs and expressions which go before:

a course	be on	complete	do	enrol on
	fail	offer	run	take

Verbs which go before:

deeply	breathe	care	feel (sth)	sigh	think
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Now complete the paragraph with suitable words and expressions from the collocation box. Sometimes more than one answer is correct.

Five years ago, 45-year-old Tom Pearson was very bored with his well-paid job in a bank and did not feel that he was (1) _____ a useful (2) _____ to society. He (3) _____ about what to do for several months and finally decided to completely (4) _____ his (5) _____ and train himself as a social worker. When he told his friends about his decision, they were full of admiration and (6) _____ their (7) _____. Even though he would (8) _____ less (9) _____, Tom knew he would enjoy the work and did not feel that he was (10) _____. Tom is now a fully trained social worker. He

feels that he (11) _____ an essential (12) _____ and is helping society. At present he is (13) _____ that trains social workers to work with families with sick children.

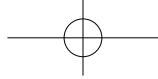
6 Complete the paragraph with the correct form of the words and expressions in the box.

career	earn a living	fellow worker	paycheck
promotion	sack	send off	talent
turn up	workplace		

Your first step towards a (1) _____ is when you apply for your first full-time job. You (2) _____ your CV, and if your potential employers consider it good enough, you go for an interview. If you have the right qualifications and (3) _____, and are offered the job, you've taken your first step on the career ladder. It's a great feeling when you receive your first (4) _____ and know that you are capable of (5) _____ and supporting yourself. When we first start a job, we all fear being asked to leave because we're just not good enough, but provided you (6) _____ on time, work hard and are pleasant to your (7) _____, your boss isn't going to (8) _____ you. After a couple of years you may feel it's time to acquire some different experience and change jobs. Alternatively, you might be offered (9) _____ – a higher position with a better salary. That's what we all hope for, of course, but within the (10) _____ there is always a lot of competition. The important thing is to work hard and to have a career plan.

7 Choose the best phrasal verb to complete each sentence.

- After leaving college, Harry decided to _____ advertising as a career, and he has done very well.
(a) go into (b) go on (c) go at
- I had to _____ the offer of a good job recently because it was too far to travel.
(a) turn into (b) turn down (c) turn out
- Jane has started a new job and is _____ very well.
(a) getting on (b) getting by (c) getting across
- I am _____ a position as manager of a small company in a month's time.
(a) taking in (b) taking off (c) taking up
- When you _____ a business, you must be prepared to work very hard in order to be successful.
(a) set out (b) set off (c) set up



- 6 At our departmental meeting a colleague _____ a subject that no one wanted to discuss.
 (a) brought out (b) brought up (c) brought on

8 Underline the words which can be removed from the sentences.

- 1 Barry completed the work in two weeks and his colleague completed the work in two days.
- 2 My brother is passionate about his work and my sister is passionate about her family.
- 3 When I was sacked from my job, my mother offered advice and my father offered financial help.
- 4 In our large international company, the president is perceived as the public figure and the managing director is perceived as the person who does the real work.
- 5 At the meeting, the director gave the first presentation, and the departmental manager gave the second presentation.
- 6 Sally is motivated by the need to make money and her best friend is motivated by the desire for success.

9 Rewrite the sentences using *although* + *could have done*.

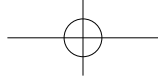
- 1 I had the opportunity to discuss my problems with my manager but I decided not to.

- 2 It would have been possible for the meeting to take place in the morning, but it was held in the early afternoon.

- 3 Richard had the option to go home at the usual time, but he decided to work late.

- 4 Jill had the chance to contribute to the discussion, but she preferred to stay silent.

- 5 She had the opportunity to conceal her mistakes, but she chose to be honest about them.



Unit 1 A working life

6 Andrew had the possibility of going into business administration as a career, but he became a teacher instead.

10 Look at the sentence.

- At the moment that Sarah is almost out the door, two children complain that “we haven’t even had ours yet.”

You can rewrite it like this.

→ *Just as Sarah is almost out the door, two children complain that “we haven’t even had ours yet.”*

We use *just as* to emphasize that the second action is happening at exactly that moment.
 We can use the same structure without *just*:
As Sarah is almost out the door, two children complain that “we haven’t even had ours yet.”
 We can use the structure in the past:
(Just) as Sarah was almost out the door, two children complained that they hadn’t even had theirs yet.

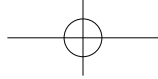
Now rewrite the sentences using *Just as ...* in either the present or past tense.

1 The teacher is bandaging Emily’s knee. She tries to stand up.

2 I’m wiping the table. Another child spills some milk on it.

3 The class finishes. Two children start quarrelling.

4 The children stand up. The principal comes in.



5 I was handing out books. A little girl fell off her chair.

6 The break ended. Some parents arrived to talk to me.

11 Look at the sentences.

- I stop the snack mid-flight, because I need to comply with their request for graham crackers.
- I then return to Andrew, because I have just noticed that he has put “flu” for 9 Down, rather than 9 Across.

You can rewrite them like this.

- *I stop the snack mid-flight, complying with their request for graham crackers.*
- *I then return to Andrew, noticing that he has put “flu” for 9 Down, rather than 9 Across.*

This structure can be used in the past:

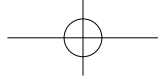
I stopped the snack mid-flight, complying with their request for graham crackers.



Now write complete sentences using the verb + *-ing* form. Put the verbs in the correct form. Some sentences can be in either the present or past tense.

1 this morning / course trainer / emphasize / need / discipline / know / students / have difficulty / area

2 when / manager / leave / workers / complain / loudly / realize / they / have to / work late / once again



Unit 1 A working life

3 yesterday's meeting / Polly / contribute / discussion / hope / people / agree / her

4 half an hour ago / I / rush / out of / office / fear / I / miss / my train

5 Mr Harper / arrange / meet / client / breakfast / be / unable / see / him / any other time

6 I / erase / everything / I / write / know / I / misunderstand / task

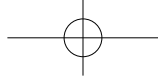
12 Look at the sentences.

- The paycheck is certainly important and advancement is, too, but he primarily works because he wants to.
- The process may not have led me to the most financially remunerative job, but it may have helped me to identify the work that is most profitable to me in the ultimate currency.

You can rewrite them like this.

- *While the paycheck is certainly important and advancement is, too, he primarily works because he wants to.*
- *While the process may not have led me to the most financially remunerative job, it may have helped me to identify the work that is most profitable to me in the ultimate currency.*

In this example *while* introduces a concession. Notice that both parts of the sentence are clauses (a subordinate clause of concession introduced by *while*, and a main clause), so both parts of the sentence require a verb.



Now write complete sentences using *while* to introduce a concession.

1 I / could / finish / work / faster / I prefer / work / slowly / carefully

2 it / be important / be positive / yourself / résumé / you / should / be / sure / tell the truth

3 good résumé / help / you / get / interview / it / be / interview / where / you / really / show / who / you / be

4 most people / hope / do / meaningful work / they / not / always / expect / find / it

5 find / right work / can / be / challenging / it / be worth / make the effort

6 Sandra / enjoy / job / because of / power / prestige / she / also love / do / it

13 Look at the sentence.

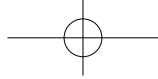
- ... these answers are usually true but may not actually represent the full range of experiences that we have found meaningful.

You can rewrite it like this.

→ ... *these answers are usually true but may stop short of representing the full range of experiences that we have found meaningful.*

We use *to stop short of + -ing* meaning *to not do something although you almost did it.*





Unit 1 A working life

Now rewrite the sentences using *to stop short of + -ing*.

1 The career adviser made a lot of suggestions but didn't actually recommend a particular career for me.

2 The teacher was angry with the child but didn't go so far as to punish her.

3 I exaggerated a little in my CV and thought about lying but in the end I didn't.

4 Although the interviewers told Timothy he would be good at the job they didn't offer it to him.

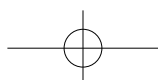
5 Despite the fact that we discussed meeting, we didn't actually make an arrangement to do so.

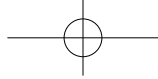
Reading

1 Read the passage.

Oh God, it's Monday!

“Oh God, it's Monday!” How many millions say that to themselves when they wake to the unwelcome realization that it's the start of another working week. From the day we leave school or college to the day we retire, unless we have inherited money or are looking after a home and children (in which case we do work of a different kind), the majority of us, faced with the choice of paid work or living on





the streets, choose the former. If you're lucky, you enjoy your work. If you're really unlucky, your job is extremely boring or involves punishing physical labour. Most of us fall somewhere in-between, engaged in work that we don't enjoy a lot but that is nevertheless acceptable.

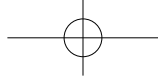
We spend quite a lot of time complaining about our jobs, the awful travelling conditions, the unkind boss, the long hours, our competitive colleagues, our lack of promotion, the poor pay. But though it's mostly unacknowledged, we all share the feeling that there's a dignity and honour in work. The knowledge that you are using your skills to support yourself rather than have someone else support you gives you self-respect and allows you to hold your head high. The simple act of turning up day after day and doing a job well requires discipline. Achievements bring their own reward and the respect of others. The fact is, hard though work may be, even in these days of the welfare state, there are few who would choose to be unemployed. Once we grow up we find within us an innate desire to be useful to society, to contribute in some way and prove our worth.

It could be argued that the success of the British Empire, which colonized large parts of the world in the 19th century, was at least in part due to the work ethic that arose in Britain during that period. Note, this is not to say that the British Empire always benefited the countries it colonized but it certainly brought great wealth to the British. Today, Germany, economically the most successful country in Europe, is known for its powerful work ethic. And China, a country that is predicted to rise and rise, is another example of how a strong work ethic brings success. What was it the American inventor Thomas Edison said? "Genius is one per cent inspiration and 99 per cent perspiration." That sounds just about right.

Now choose the best way to complete the sentences.

- 1 Most people _____.
 - (a) dislike work a lot
 - (b) have very boring jobs
 - (c) choose to work
 - (d) feel good on Mondays

- 2 When we work, we _____.
 - (a) often don't get promotion
 - (b) are often very competitive
 - (c) feel good about ourselves
 - (d) often say that it makes us feel good



Unit 1 A working life

- 3 The wish to contribute to society _____.
 - (a) is taught in our childhood
 - (b) could be something we are born with
 - (c) is rewarding
 - (d) proves our worth

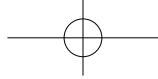
- 4 The British Empire _____.
 - (a) was very good for the countries it colonized
 - (b) was successful partly because the British worked hard
 - (c) had a work ethic that began in the 18th century
 - (d) did not become as rich as it could have

- 5 To achieve really great things a person _____.
 - (a) needs to work extremely hard
 - (b) doesn't always need to work hard
 - (c) needs to do a lot of physical work
 - (d) need to have a lot of natural ability

2 Match the words and expressions in the box with their definitions.

colonize	genius	hold your head high	in-between
innate	perspiration	retire	the former
welfare state	work ethic		

- 1 a very high level of skill or ability
- 2 used for referring to the first of two people or things that you have mentioned
- 3 at a point between two other things
- 4 existing in a person or animal from birth
- 5 the belief that hard work is important for developing someone's moral character
- 6 to take control of another country by going to live there or by sending people to live there
- 7 a country that looks after its citizens by providing social and financial support
- 8 liquid that your skin produces when you are hot, ill or nervous
- 9 to not be ashamed of yourself
- 10 to stop working, especially when you have reached the age when you are too old to work



3 Read the passage.

My first job

It was the summer of 1980. Few offices had computers, and though he was soon to do so, Bill Gates, the future director of Microsoft, had not yet perfected his first word processor. My boyfriend had been offered a job in Manchester and I had accompanied him there. For the first time in my life I needed to earn a living, and since we were only in the city for four months, I decided to find work as a secretary. My assumption that I would get the first job I applied for proved unjustified. Although my degree in English was good, my secretarial qualifications were minimal and no one had informed me of the importance of interview skills. After seven unsuccessful interviews, I was relieved to be offered a job by two solicitors in their mid-sixties, who, I suspect, decided that they did not mind having their letters typed out by a not unattractive young woman. Certainly, there was no other reason to employ me.

And so a four-month period of low-grade humiliation began for me. It was unconnected with my employers, kindly men who, with their splendid facial hair, could have walked out of a novel by Dickens. Their offices were gloomy but large and I worked alone in a high-ceilinged room that hadn't seen a window cleaner for quite a while. No, the problem was entirely my own, and was simply that my typing was so bad that producing an error-free letter took me at least six or seven attempts. I worked at a snail's pace, throwing copy after copy into the bin under my desk, and by the end of the day I was always knee-deep in paper. My bosses' way of complaining about my slowness was no more than a slight raise of the eyebrows when I finally succeeded in delivering a letter to their desk, but rightly or wrongly, I feared that the sight of the overflowing bin might be enough for them to decide to get rid of me. My solution was to take a large bag into the office each day and at five o'clock put all the paper into this bag and walk out with it. My employers must have puzzled over why their stationery bill had suddenly gone up. Nevertheless, they didn't sack me, doubtless because they knew I would soon be gone.

When I walked out of the office on my final day, it was with a feeling of wild elation. But however delighted I was, I'm certain it could not have matched the relief those two men must have felt at seeing the back of me.

Now complete the summary with the correct words. Use no more than three words in each blank.

In the summer of 1980 the writer had (1) _____ a job. At that time, most offices (2) _____ computers. The writer thought it would be (3) _____ to get a job as a secretary but she was (4) _____. The problem was that although she had a (5) _____ she could not (6) _____ well. Finally, two solicitors offered her a job, probably because she was quite (7) _____. The solicitors were (8) _____ but she didn't enjoy the job because she made (9) _____ when she typed a letter. She filled the (10) _____ with (11) _____ which, at the end of the day, she took away with her. She didn't want the solicitors to know because she thought they might (12) _____. When she left the job she thought the solicitors must have felt very (13) _____.

4 Answer the questions using the correct form of the words and expressions in the box.

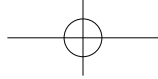
(at) a snail's pace	bin	elation	error	humiliation
minimal	overflow	solicitor	stationery	word processor

- 1 What kind of computer program do you use to write documents?
- 2 When we throw away something, where do we put it?
- 3 If someone moves very slowly, how are they moving?
- 4 If you have done something stupid and people are laughing at you, what feeling do you have?
- 5 If you need pens, paper and envelopes, what do you need?
- 6 If you have a very small amount of something, how could you describe the amount?
- 7 What emotion might you feel if something really wonderful happens?
- 8 What's another word for "mistake"?
- 9 If you don't stop pouring water into a bucket, what will happen to the bucket?
- 10 What is the name for someone whose job is to give advice about legal problems?

Integrated skills training

1 Rewrite the sentences using the words given.

- 1 Becoming a principal has never been a goal of mine.
It has never been _____.
- 2 It takes a conscious effort to find your calling.
Finding _____.



- 3 If those bosses had been female instead of male, I wonder whether their questions would have been different.
Had _____.
- 4 My office is probably messier than most of my colleagues' offices.
It's likely _____.
- 5 I prefer to have a more structured daily schedule.
I would rather _____.
- 6 Writing résumés for people can make you a lot of money fast.
You can make _____.

2 In the passage, there are altogether 10 mistakes, one in each numbered line. Mark out the mistakes and put the corrections in the blanks provided. If you change a word, cross it out and write the correct word in the corresponding blank. If you add a word, put an insertion mark (^) in the right place and write the missing word in the blank. If you delete a word, cross it out and put a slash (/) in the blank.

At some time in their working lives, people often reach a point where they become tired the daily nine-to-five routine, and no longer want to work for someone else. It's then they start thinking about doing freelance work, in other words, working for themselves rather than a permanent employer and selling their services to more than one company.

Before you leave your comfortable, secure job and start working for you, it's advise to think very carefully about the advantages and disadvantages of doing so. As we all recognize, be employed has many benefits. You get a regular paycheck each month and don't have to worry about where your money is coming from. If you have a family and a mortgage, that is particularly important. More, if you get ill, for some months you will still receive a salary, and many companies also have a good pension scheme that you can contribute to it.

However, permanent employment has also disadvantages. If you are good at your job, you may feel that you could earn a lot more if you were self-employed. You may feel that your employer is failing to your abilities and refusing to give you the promotion you deserve. For women with families, particularly, doing freelance work is often an excellent solution to the problem of bringing up a young family, as it enables them to work during the hours suit them rather than their employer.

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

However, freelance work has its risks. Money doesn't come in regularly and the companies don't always pay on time. To succeed at freelance work you need to be sure that the work is there and that you are good at your job.

10 _____

3 Choose the best words to complete the passage.

Neil had been unemployed for 13 months and was beginning to suspect that he (1) _____ never work again. He knew he had not deserved to (2) _____ sacked from his last job. He had only been in the job for a couple of months. The mistakes he had (3) _____ had happened because no one had told him (4) _____ he needed to know to do the job properly. But his employer hadn't wanted to listen to his explanations about why he had failed, and had just given him one week's (5) _____ and told him to leave. It had been a humiliating experience and Neil (6) _____ hadn't recovered from it.

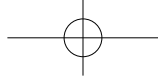
(7) _____ he walked out of the interview, only his fifth interview in a whole year, he prayed that this time he would be lucky and be offered the job. He felt he had done (8) _____. He had looked everyone in the eye, smiled confidently and had answered questions clearly and also asked some of (9) _____. He was walking out of the main entrance when someone called his name. It was the receptionist at the desk and she was holding a phone in her hand.

"Are you Neil Gibbons?" she asked.

"Yes."

She was smiling as she handed him the phone. "I think there's good (10) _____ for you," she said.

- | | | | |
|---------------|-----------------|--------------|------------------|
| 1 (a) will | (b) should | (c) could | (d) would |
| 2 (a) be | (b) being | (c) have | (d) got |
| 3 (a) making | (b) made | (c) done | (d) doing |
| 4 (a) where | (b) when | (c) that | (d) what |
| 5 (a) dismiss | (b) notice | (c) holiday | (d) permission |
| 6 (a) also | (b) yet | (c) still | (d) even |
| 7 (a) When | (b) While | (c) Although | (d) If |
| 8 (a) good | (b) best | (c) well | (d) successfully |
| 9 (a) own | (b) his | (c) himself | (d) his own |
| 10 (a) news | (b) information | (c) reply | (d) tidings |



4 Translate the sentences into Chinese.

1 The psychologist Abraham Maslow once wrote that “the most beautiful fate, the most wonderful good fortune that can happen to any human being, is to be paid for doing that which he passionately loves to do”.

2 Generating accurate answers to these questions requires more effort than simply jotting down whatever leaps to mind when, for instance, we try to think about what we find meaningful.

3 It takes a conscious and concerted effort to find our calling, because we are usually encouraged to pursue what we do well rather than what we want to do.

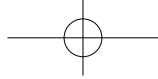
4 In Britain, it is quite common to include information about experiences which have no bearing on the job you are applying for, to give greater emphasis to your personality.

5 In an attempt to bring recruiting practices into line across the European Union, a standard format called “Europass” has been devised, and which anyone can download and use, but so far it doesn’t seem to have achieved widespread acceptance.

5 Complete the sentences by translating into English the Chinese given in brackets.

1 _____ (他在大学二年级就提到了职业规划问题), but what we were concerned about at that time was computer games.

2 _____ (虽然她有机会在管理界成就一番事业), she chose to go into farming and led a quiet life in the countryside.



Unit 1 A working life

- 3 Sharing is important both at home and at work. _____
_____ (跟同事分享经验可以促进工作), and sharing joys and fears at home make a family.
- 4 In recent years, the emerging high-tech companies _____
_____ (创造了大量就业机会, 促进了经济增长).
- 5 _____ (我想带走一样东西以纪念这个假期), so I bought a picture painted by a local artist.

