

1

Nine to five

Unit overview

Inside view

Conversation 1
Conversation 2

- In C1, Janet and her colleague Andy from London Time Off talk about whether Janet would like to stay in London for a job after she finishes her degree at Oxford.
- C2 focuses more on Andy's career development and his wishes for his current job with London Time Off.

Outside view

Part 1
Part 2
Part 3

- Part 1 tells what is involved in finding a job after graduation. A clip shows Samantha being interviewed; she has not been successful in finding a job.
- In Part 2, Samantha goes to a professional job coach for a training session to improve her job interview skills.
- Part 3 includes a series of interview clips in which interviewees give their opinions about important aspects for a successful job interview.

Listening in

Talk
Passage 1
Passage 2

- The talk is about how to fit in to a new work environment.
- P1 is a radio programme reviewing a book by the American journalist Malcolm Gladwell, who writes about how some people become famous and successful in their careers.
- P2 is an interview with two people about their jobs and working conditions: Eric works in the US and Penny, who is English, works in Brazil.

Presentation skills

Giving a talk

This section shows Ss how to present their unique selling points in a skilful way, which can be used for their own job applications and interviews.

Pronunciation

Intonation to express strong feelings and opinions and to ask questions
Linking sounds
Natural connected speech

This section trains Ss to use intonation for expressing feelings and opinions and asking questions, and reviews the pronunciation skills for linking sounds and using natural connected speech.

Inside view

Conversation 1

1

Example answer

Andy quotes Samuel Johnson because he means that London offers a huge range of sights and sounds, activities and entertainment, so nobody should ever get tired of the city – if a person gets tired of London, they are tired of life.

Language and culture

Samuel Johnson (1709–1784) was a scholar, lexicographer, poet and man of letters. He was known as Dr Johnson because he had honorary doctorates from Dublin and Oxford, but he himself rarely used the title.

A **master's degree** (an MA or MS / MSc) is a postgraduate degree, which usually includes a dissertation or research project. A **PhD** (a Doctor of Philosophy degree, from the Latin *Philosophiae Doctor*) is a doctorate. In the USA this involves completing postgraduate courses and a research thesis; in Britain it is mostly completed by research, so the thesis is generally longer.

In Britain, all teachers in primary and secondary schools are graduates, and many have higher qualifications. They also need to be qualified by completing a postgraduate certificate in education (a PGCE), which takes a year. Teachers in universities, especially those starting out, generally also need to take a short training course.

To go for it is to make an attempt.

Don't even think about it means that Janet shouldn't worry about whether Joe likes her or not.

2

Answers

Janet: go back to China, do a master's (which means going back to university), live in London, become a teacher, work in publishing, update her CV, apply for a job at London Time Off and look for jobs together

Andy: leave London, go to China, update his CV and look for jobs together

3

Answers

The true statement is: 1.

Conversation 2

4

Example answers

- 1
 - I certainly have! I can't wait to get the chance to go abroad, and of course I would like to live in another city in China – at least for some time.
 - Well, I don't think I will. I will probably travel around China and maybe in other countries, but you know, "East, west, home's the best!"
- 2
 - Well, to finish my university studies with the best possible results, then to get a good job. I think everyone has this kind of plan.
 - Well, I want to stay at university to study for a master's – I think that would lead to a better job, and I like studying.
- 3
 - A good job with a high salary. I don't really mind what the work is, as long as the pay is good.
 - For me, I want a job that really interests me, helps me to be happy and would help people in some way. I don't mind if the salary isn't too high – anyway, I suppose that if I do a really good job the salary would be increased bit by bit.

Language and culture

To have a different agenda means to have a different set of priorities or ideas about what needs to be done.

His heart isn't in his job means he doesn't put a lot of effort into his work and doesn't seem to care much about it.

A **gofer** is someone who does boring jobs for someone else, such as delivering messages in a company.

A **buddy** is a friend.

Whose round? is a question to ask about who will pay for drinks. "It's my round" means "I will pay".

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Answers

- 1 Joe was a gofer before he became a researcher for Lift Off UK.
- 2 Andy wants Joe's job as a producer.

6

Answers

- 1 (b) 2 (d) 3 (a) 4 (c)

7

Teaching tips

After Ss have listened and completed the sentences, ask them in pairs to read through the dialogue (one student reads Janet's part, the other reads Andy's).

As a brief additional challenge, when they have finished reading through the dialogue, ask them to look again at the underlined parts (which they have written in) for a moment. Then ask Ss to close their books. How many of the underlined parts can they remember and say?

Answers

- (1) lots of opportunities
- (2) a different agenda
- (3) end up in London
- (4) the least experienced person
- (5) a researcher
- (6) the producer's job
- (7) rate him quite highly

8

Teaching tips

To go over the completed sentences, ask five Ss to give the answers to the class in complete sentences.

Answers

1 (b) 2 (b) 3 (a) 4 (a) 5 (b)

9

Example answer

Student A Do you have any particular plans for the future?

Student B Well, I'd like to get a good job when I finish my degree, but I'm thinking of applying to do a master's first. What about you?

Student A I'd like to be a TV producer. Have you ever thought about becoming a professional singer? I heard you sing the other day and it was really impressive ... you could make a record or two ...

Student B It's true that I love singing and playing the piano, and a couple of people have encouraged me to contact a record company, but I doubt whether I could make it as a career. It's very competitive, and I think success depends more on luck than on talent.

Student A Luck may play a part, but you really need talent. I'm sure you can do it. Go for it! I heard you have been singing and playing in a hotel as a part-time job ... that's a start, isn't it?

Student B Yes, but that is just a job to help pay my way through university. I haven't really thought of it as a career. How about your part-time work? I heard that you get on really well with the TV producer.

Student A Well, yes, up to a point. We're not best buddies or anything, but I like him and get on quite well with

him. He's good at his work and he wants me to help make several more programmes, you know, the English language programmes for children.

Student B Well, don't hesitate. Go for it, this is your chance to become a TV star. I wish I could get on better with the hotel staff: The manager's all right and he's good at his job, but he keeps on asking me out. It's not always easy working for him. I think he's a lot more interested in me than my music and the deputy manager is jealous. I think she wants the manager for herself.

Student A Nonsense, that's just your imagination!

Talking point

Teaching steps

- Ask Ss to do the questionnaire individually and to record their choices for each question.
- In pairs, ask Ss to compare their answers and to predict whether they will be considered "very ambitious", "fairly ambitious" or "not ambitious".
- Ask Ss to turn to Page 115, where there is information about how ambitious they are, according to how many (a) or (b) or (c) answers were given. Note that this is not a serious questionnaire.
- Ask how many Ss had mostly (a) "very ambitious" or (b) "fairly ambitious" or (c) "don't even know the meaning of the word ambitious" answers.

Language and culture

A **line manager** is the manager at a higher level than you are in a large organization and who is in charge of the work you do; in your work you have a responsibility to this person.

Outside view

1

Example answers

- 1 I'd like to be an accountant when I graduate. It's a rewarding and interesting job if you're interested in business.
- 2 You need to be good with numbers, be very careful with details and be able to do financial research, among other things.
- 3 Well, I'm good with numbers and I've always achieved good grades in maths classes.
- 4 When I work, I sometimes miss details because I get bored easily, so I need to learn to be more observant. Also, I don't know much about carrying out financial research. I suspect that accounting research is different to the research we do at university.

2

Answers

The statements Samantha agrees with are: 1, 2, 3 and 4.

Watching and understanding

Language and culture

The job listings are the lists of jobs and vacant positions in the newspapers or journals.

I don't have that day open means "I am not free that day".

Overqualified means too well qualified for a particular job. **Underqualified** means without enough qualifications for a particular job.

Phyllis Stein is a professional career counsellor who advises individuals about their careers and about job applications and interviews, and gives workshops in the Boston area of Massachusetts.

A **mock interview** is a practice interview, like a rehearsal, to prepare with guidance for real interviews.

To stay on target means to remain focused on the main objective or idea.

A **bed and breakfast** is a small hotel or private house that provides a room for the night and a meal the next morning. It is generally cheaper than a larger hotel and often used by tourists or those travelling on a limited budget.

To fidget means to keep making small quick movements with parts of your body because you are bored, nervous or impatient.

4

Answers

- 1 She needs to improve her interview techniques to help her get a job.
- 2 She doesn't know how to answer the questions and gives answers that might lead to her failure in a job interview.
- 3 She doesn't understand what the interviewer is actually looking for.
- 4 That you need to be well prepared for an interview. It boils down to preparation, presentation and understanding what the interviewer is looking for.

5

Answers

- 1 professional job coach
- 2 doing research on the position and the company
- 3 having not practised with some of the questions
- 4 how you present yourself
- 5 what the interviewer is actually looking for
- 6 preparation, presentation and understanding
- 7 in relationship to the job
- 8 some examples in your life
- 9 dealing with problems

6

Example answers

- 1 I think she follows the advice about preparation: She has practised being interviewed, and tries to understand what the interviewer is likely to be looking for.
- 2 I think she feels a lot more confident because she is well prepared and she feels she will be able to answer the questions in a positive way.
- 3 I think she wears smart professional clothes.
- 4 I think she should look relaxed and confident.
- 5 I think some people would advise her to use the interview as an opportunity to ask a couple of questions about the job so that she can show her interest with good questions and then judge if this is the right job for her.

7

Answers

The pieces of advice the speakers give are: 1, 3, 5, 7, 8, 9, 10 and 11.

8

Example answer

In the first job interview she looked nervous and she also fidgeted. She answered the first questions by simply stating something without giving any examples from her previous work or her life to support her opinions. She overused words like “really”, which makes her sound thoughtless or insincere. She made a big mistake by saying that she was overqualified.

In future interviews she should practise so that she doesn't feel nervous. She should present herself as a smart, professional and careful person. She should support her answers with reference to concrete examples and details from her work experience or life. She should also prepare by finding out information about the company and the specific job, so that she knows in detail what they are looking for – then she can give better answers.

Developing critical thinking

9

Teaching tips

Encourage Ss to think about: (a) different employment and interview contexts which might make a difference to their likely answers; (b) any limitations on what they want to say (so that they do not seem overconfident).

Example answers

- 1
 - Yes, of course, because they have thought about and advertised the post so they must know the kind of person and the range of skills they need.
 - Not necessarily. Many employers advertise that they want a range of skills or particular experience, but these are like fishing hooks that they put out to see who they might catch.
- 2 I'd ask why they are interested in the job and what skills they bring to it. I would tell them about a problem that has arisen or might arise, then ask them what they would do to solve it; from this I think I could judge their general approach to the work.
- 3 People could be asked to perform a particular task or solve a problem that is related to the job. Sometimes there is a kind of group interview which may last for one or two days, in which candidates have to work together to perform different tasks. These would be improvements on a single face-to-face interview.

Listening in

Talk

1

Answers

1 (b) 2 (c) 3 (a) 4 (c)

Passage 1

2

Example answers

Who is the most successful

- I think Ma Yun is the most successful. He is a businessman and one of the wealthiest men on earth. His early life was not easy, but he achieved great success through determination and hard work. His success came from his ideas and his ability to identify business opportunities. I think you have to work hard and be talented to succeed in business. But success in the arts is just a matter of luck, or of knowing the right people.
- I think Zhao Wei is the most successful. She is an acclaimed actor and director. It is very difficult to succeed in the entertainment world, even if you are talented. I think anyone can be a successful businessman if they work hard enough, but being a successful artist is truly difficult. And Zhao Wei has succeeded in two forms of art, acting and directing. So I consider her the most successful.

Criteria for a successful career

Student A Nowadays, to have a successful career, you need to have good academic results. All the good jobs today require graduate and even postgraduate training. So it is important to go to the best schools and to get the best results you possibly can.

Student B Yes, but school is not everything. There are talented, hard-working people who can still succeed if they are given a chance, even if they do not have the proper academic qualifications. And many people end up working in fields that they were not trained in originally.

Student A You have a point. Intelligent, hard-working people can succeed at pretty much anything if they wish.

Student B Yes, especially if they have luck and the right contacts as well!

Do you think you meet any of these criteria for a successful career?

- Yes, I think I do. I have a supportive family and quite a bit of money. I get lots of extra coaching and will probably go overseas to study.
- I think nearly everyone meets some of these criteria for success. I am hard-working and have good academic results, and I go to a good school. Though I do not have money or know the right people, I am confident that I will succeed later. I think that if someone does not succeed, they must have made fundamental mistakes or been the victim of very bad luck.

Listening and understanding

Language and culture

Malcolm Gladwell (1963–) is a best-selling writer who was educated in Canada and studied history at the University of Toronto. He was a science writer for *The Washington Post* before becoming a writer for *The New Yorker*. His books look at interesting social and scientific ideas in order to help people to think about the world differently.

To recruit means to get someone to work in a company or join an organization.

An **elite** group has a high status because it contains the best of its kind.

An **accumulative advantage** is an advantage (something that makes one person more likely to succeed than others) which becomes more and more influential over time.

3

Answers

	Canadian ice hockey players	The Beatles	Bill Gates
luck			
money			
hard work, practice and training		✓	✓
plenty of time			
supportive family			
being in the right place at the right time			
being born at the right time	✓		✓
knowing the right people			
belonging to the right culture			
going to the right school			✓
getting extra coaching	✓		
genius			

4

Answers

1 (b) 2 (d) 3 (a) 4 (d) 5 (c)

Developing critical thinking

5

Example answers

- 1 The media and the market are two other factors: The media give publicity to some people but less or none to others, and the market makes a great difference to financial rewards.
- 2 There seems to be no reason why success and happiness can't go together. Perhaps successful people are neither happier nor more unhappy than the rest of us, but we know about their unhappiness via the media.
- 3 Exceptionally successful people will become leaders in the sciences or the arts and later their achievements can help society and bring benefits to everybody. However, if the average person does not get the same opportunities, it does not seem fair.

Passage 2

Listening and understanding

8

Answers

The US

typical working hours: 9–5

office clothes: for men, jacket and tie or open-necked shirt, sometimes jeans

meal breaks: one hour

overtime: yes; paid for the first hour, then for each 15-minute period thereafter

holidays: two weeks a year; three weeks after five years

retirement age: men: 65; women: 62 or 63

pay day: twice a month; at the beginning and middle of the month

company benefits: lease a company car; a pension plan and a health care plan

Brazil

typical working hours: 8–5 or 9–6, but people usually work longer

office clothes: casual and informal, but neat and tidy

meal breaks: one hour

overtime: yes, very often; not paid

holidays: 30 working days

retirement age: men: 65 or after 30–35 years' work; women: after 60

pay day: twice a month in some companies; once a month in others

company benefits: It depends: maybe a company car, living accommodation, school for children, lunch and travel costs, gasoline, health insurance ...

the most comfortable. For holidays and retirement conditions, China looks the best. For company benefits, all countries have something to offer.

- 2 In office jobs, you may start early in the day and work long hours, but this is balanced in some cases by getting a long lunch break. Of course, a lot of these conditions vary between working in a government office and in a private company.
- 3 Of course the general economic conditions are likely to make a big difference. Changes in national or local policy for employment and working conditions also play some role. Generally, with the development of China we expect working conditions to get better.

Developing critical thinking

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Example answers

- 1 Well, they all have some advantages: For salaries we think the US would be the best, and the American working hours look

Presentation skills

Giving a talk

Example answer

I'm one of those people who collect things: I keep all the drawings I've done and I take large numbers of photos of any buildings, new or old, which I find interesting, and I have lots of scrapbooks full of my own sketches and ideas for design. You can probably guess what my ideal job is ... yes, I'd like to be an architect. So what attracts me to this profession – apart from the fact that I obviously like looking at buildings?

There are two things which really push me towards architecture. The first is the idea that buildings should look nice, and the second is that climate change and green issues are really important, not only in our daily living habits but also in how buildings are designed. So to take these ideas further I have been reading about social attitudes and fashion to try and increase my understanding of what people think is a nice design ... and we had a course in aesthetics – you know, the study of the philosophy and ideas about beauty – which was really helpful for me. At the same time I have been involved in an environmental project at university. Although this was nothing to do with buildings (actually we were working to clear up the lake and woodland), it put me in touch with other people who think the quality of the environment is important, and I began to read about green aspects of design.

Now I'd like to add a few words about the qualities and skills that I'd need to develop for my ideal job. I like art, of course, and I like the challenges of solving problems in design ... this is usually a matter of trying to do several things at once, and I think I can solve those problems because I have a head for figures and I'm able to cope with working on several problems at the same time. I need to work at technical aspects of design: maths (no problem for me), the use of technology (we will have a course on that soon), teamwork (I enjoy working with others) and project management skills (I need a lot more experience there). That's quite a list, but of course it's not enough. From what I know, to succeed in architecture I need to qualify, which means passing my exams and working in a company or government office for at least two or three years; but then I need a bit of luck, probably,

to work in a team which believes in beauty and greenness, so to speak. Without this experience I am unlikely to be given the opportunity to get the promotion to be the leader of a team. I think I have the imagination and creative skills to do this, but I need the experience and – if I remember what Gladwell said – 10,000 hours of practice in building design ... so the question is how to get that practice. Thank you for listening and in the future if you need a really nice-looking, super-green building, just contact me!

Pronunciation

3

Teaching tips

When Ss read such a passage aloud it is useful to give them a more imaginative scenario than simply reading: Ask them, in pairs, to take turns reading (one paragraph each) for an audio-test which is part of an interview for a top job as a TV newsreader and presenter, so they must read clearly, with natural connected speech – this is their big chance for a well-paid career!

Unit task

Making a life plan

Example answer

My life plan: a real star or a supernova?

	Early career	Mid-career	Late career	Retirement
Work plan	I get a job in a local government department; I have some good ideas and so I do some good work. I really want to be successful ...	Now I am head of a department in the big city. I am working quite well; I tell everyone else to work hard!	YES! I have a VERY senior position in Beijing: This is not a surprise. It's a nice life! I am very rich after all my hard work.	I write my memoirs called <i>The Story of My Success</i> . I am famous, but no one really wants to read the book ...
Family and lifestyle	I marry my beautiful wife from a rich family.	Our son goes to Harvard; we have a city mansion and two seaside houses.	Our grandson also goes to Harvard; our son has two city mansions and ten seaside houses.	Our grandson now has a city mansion and 20 seaside houses. I phone the new Chinese Nobel Prize winner about my problem. I ask him, "What is the secret of success? How can I be happy?"
Alternative work plan	I get a job in a private company: I learn a lot but it's a mistake. I don't feel comfortable here. Now what?	I start my own company but it is difficult – maybe I'm not a business person?	I write a novel – unexpectedly, it's immediately a best-seller. My second and third novels are widely acclaimed and praised by critics.	I start to write non-fiction to share my "expertise", which is simply what I have learnt from all my mistakes.
Alternative lifestyle	I marry the girl next door; she's nice but it's a mistake. I don't think she is happy either. What can we do?	I need courage and I have to make a strong effort now. We get divorced and later I marry someone I really love; she's poor and so am I, but it doesn't matter. I spend lots of time with the family in our small home: We sing songs and are happy.	My wife – who is the ideal wife – puts me in a national TV programme – I am chosen as "The Ideal Husband". Our grandson wins the "China's Got Talent" TV show – and to our surprise becomes a famous singer.	Our family travel a lot for music and TV shows: I win the Nobel Prize – a nice surprise! People want to ask me for advice; I share my wisdom.