

UNIT 1

A working life

**Janet and Andy talk
about their future plans**

How to get a job

Dos and don'ts of interviews

Rules at work

**Learn some cultural differences
in a British office**

Take it easy

Find out how to stop working so hard

Starting point

1 Work in pairs. Read the character descriptions (1-7) and for each person choose the most suitable job from the list below.

- 1 Julia: She's imaginative, sociable, good at writing, wants to make money.
- 2 Luke: He left school at 16, is practical and good with his hands.
- 3 Rachel: She likes people but isn't very confident, wants to do something useful and is good at science.
- 4 Laura: She left school at 16, is visual, creative, and shy.
- 5 Joseph: He's good at languages, wants to do something useful, is sociable and wants to travel.
- 6 Ben: He left school at 16, likes people, is talkative and adventurous.
- 7 Emma: She loves animals, is sociable and good at science, wants to travel.

- electrician
- doctor
- psychologist
- photographer
- lecturer
- translator
- carpenter
- salesperson
- journalist
- flight attendant
- vet
- animal scientist
- advertiser
- art editor

2 Work with another pair and discuss your choices.



Inside view

Conversation 1

1 Look at the quotation and the photo, and decide why Andy might say it to Janet.

When a man is tired of London, he is tired of life; for there is in London all that life can afford.

Samuel Johnson

2 Think about Janet and Andy's ambitions for the future. Which ones do you think they have?

- go back to university
- go back to China
- get a job
- do a master's
- leave London
- go to China
- live in London
- become a teacher
- work in publishing
- update CV
- apply for a job at London Time Off
- look for jobs together

Now watch Conversation 1 and write J (Janet) or A (Andy) next to the ambitions they mention.

**Conversation 1****quotation** /kwəʊ'teɪʃn/ *n.* 语录, 引语**publisher** /'pʌblɪʃə/ *n.* 出版商, 发行商**apply** /ə'plai/ *v.* 申请**Conversation 2****agenda** /ə'dʒendə/ *n.* 日常工作事项**gofer** /'gəʊfə/ *n.* 杂工 (做送信等杂事的人)**researcher** /rɪ'sɜ:tʃə/ *n.* 研究人员**buddy** /'bʌdi/ *n.* (AmE) (非正式) 朋友**3 Watch Conversation 1 again and check (✓) the true statements according to the clip.**

- 1 Samuel Johnson was tired of London.
- 2 Janet plans to go back to China and become a teacher.
- 3 Andy plans to leave London and go to China next year.
- 4 Janet has no intention of staying in London.
- 5 Neither of them has written a CV.
- 6 Janet's CV isn't good enough to get a job in publishing.
- 7 Janet thinks she's got a good chance of getting a job at London Time Off.
- 8 Andy and Janet talk about looking for work together.

Language and culture

Samuel Johnson (塞缪尔·约翰逊) (1709–1784), often referred to as Dr Johnson, was an English author, who wrote poetry, novels, literary criticism and political essays. He is most famous for his work on the first *Dictionary of the English Language*, published in 1755.

Conversation 2**4 Work in pairs and answer the questions.**

- 1 Have you ever been tired of your home town?
- 2 Have you ever thought of living in another city, or another country?
- 3 Do you know what your plans are after graduation?
- 4 What would be your ideal job in the future?

5 Watch Conversation 2 and choose the best way to complete the sentences.

- 1 Andy probably likes working for London Time Off because _____.
 - (a) he wants to be a producer
 - (b) he could find work in the parent company
 - (c) he gets on well with Joe
 - (d) his roots are in London
- 2 _____ is a job for people starting out in the film and TV industry.
 - (a) Producer
 - (b) Researcher
 - (c) Editor
 - (d) Gofer
- 3 Joe's first proper job was _____.
 - (a) as a gofer in New York
 - (b) as a producer for London Time Off
 - (c) in the film and TV industry
 - (d) as a researcher at Lift Off UK
- 4 Andy thinks that Joe _____.
 - (a) is his best friend
 - (b) doesn't like him
 - (c) gets on quite well with him
 - (d) wants to give him a producer's job
- 5 Andy will probably leave London Time Off if _____.
 - (a) a producer's job isn't available
 - (b) he can't have Joe's job
 - (c) Joe and he can't get along better
 - (d) he can go to the US and do media studies
- 6 Andy was probably going to ask Janet if _____.
 - (a) she'd like to have a drink with him
 - (b) she's thirsty
 - (c) she'd like to go out with him
 - (d) she has any secrets

6 Watch Conversation 2 again and complete the sentences.

Janet Talking about future plans, how do you see your career developing?

Andy My career? Well, I like working for London Time Off. It's part of a larger media company called Lift Off USA, so there are lots of opportunities. But ...

Janet But what?

Andy It's (1) _____ working with Joe. I mean, I kind of think he has a different agenda. I like his work, but sometimes I don't think his heart's in his job.

Janet (2) _____ in London?

Andy He did media studies in the States, and then found work as a gofer at Lift Off in New York ...

Janet What's a gofer?

Andy Go for this, go for that. It's a word for (3) _____ in the film and TV industry. Then he came to London and got a proper job as a researcher at Lift Off UK, and then after a few years he got the producer's job on London Time Off.

Janet (4) _____, isn't he?

Andy Yes. He's (5) _____ at what he does, so the people who work with him rate him quite highly.

Janet Except you?

Andy No, I rate him too. And (6) _____, although we're not best buddies or anything like that. It's just that ... I want his job!

...



Everyday English

He has a different agenda.
I don't think his heart's in his job.
I rate him too.
We're not best buddies.
Whose round?

7 Work in pairs and answer the questions about Everyday English.

- 1 *He has a different agenda.* Does this mean that Joe and Andy (a) agree, or (b) disagree about things at work?
- 2 *I don't think his heart's in his job.* Does this mean Andy thinks (a) Joe's in the right job, or (b) Joe doesn't always like his job?
- 3 *I rate him too.* Does this mean Andy (a) thinks highly, or (b) doesn't think highly of Joe?
- 4 *We're not best buddies.* Does this mean Andy and Joe (a) get on together but aren't close friends, or (b) don't get on with each other?
- 5 *Whose round?* Does this mean (a) yes, let's go for a drink, or (b) it depends on who is paying?

8 Work in pairs and act out the conversation.

Student A Ask Student B what their plans are for the future.

Student B Tell Student A what your plans are for the future, and ask about their plans.

Student A Reply and ask Student B if they have ever thought of different plans.

Student B Tell Student A about any different plans you might have had, and talk about any doubts you may have.

Student A Make enthusiastic comments about Student B's plans, and reassure them about any doubts they might have.

Student B Ask Student A about attitudes and relationships with people in their class or in their part-time job.

Student A Talk about attitudes and relationships with people in your class or in your part-time job.

Student B Agree or disagree with Student A. Say how well you get on with people in your class or in your part-time job.

Speculating about the future

I've got another year to go, and then I suppose I'll go back home.

Do you think you would ever ...?

I'd love to ... one day.

I think I'll always come back here.

Have you ever thought of ...?

But what could I do here?

I've often thought if there was a job I could do here in ..., I'd go for it.

Do you think I'd stand a chance?

Making enthusiastic comments

What a wonderful view!

This is such a great city.

That sounds like a great idea.

It's great fun, and really interesting.

I couldn't think of a better way to ...

Reassuring people

Don't even think about it!

I promise you that you'd know if ...

Talking about attitudes and relationships at work

It's not always very easy working with him.

He's good at his job.

He's confident and very competent at what he does.

The people who work with him rate him quite highly.

I get on with him quite well.

Talking point

Work in pairs and read the letters to the Careers Advice page.

Discuss what advice you would give the writers.



I've been working for a month as an electrician's assistant but now I'm not sure if I want to be an electrician. I'm bored and what I'd like to do is travel. Can you give me some advice?

Tom

I'm 21 and have a good degree in Chinese literature. I want to work in publishing as an editor but there's a lot of competition. I've sent out ten applications but haven't even got an interview. What should I do?

Eva

I'm a teacher in my first job at a senior high school. I enjoy my work but I have to work extremely hard, and get so tired that I have no social life at all. Should I think about another career?

Anne

I'm a salesperson and have been offered another job with much better pay. However, the new job is not as interesting as the one I have now because I will not be travelling to meet customers. Advice, please!

Andrew

Give your opinion like this:

I think he / she should ...

I think he ought to ...

She could ...

If I were him, I'd ...

Outside view

1 Work in pairs and complete the sentences with the correct form of the words and expressions in the box.

advertising campaign assistant editor
go down with the flu impressive publication
(be / feel) under pressure waste time

I recently became the (1) _____ of a small magazine, and the first job the editor asked me to do was to prepare a(n) (2) _____ in order to find more readers. Unfortunately I became ill and (3) _____ for a week. This meant I had less time to do the work and I felt (4) _____ a lot of _____. So I didn't (5) _____ but worked very hard to finish the campaign, which was very successful. Soon after that, the editor went on holiday and I became responsible for the (6) _____ of the magazine. When the editor returned, she was very pleased with my work and told me that it was (7) _____.

2 Work in pairs. Look at the photos on this page and answer the questions.

- 1 Where do you think the young men are going?
- 2 How are they dressed?
- 3 What do you think the attitude to life is of each young man?

Janice McKilroy /dʒænis mə'kɪlrɔɪ/ 贾尼丝·麦基罗里

impressive /ɪm'presɪv/ a. 令人印象深刻的, 令人钦佩的

John Howard /dʒɒn 'həʊəd/ 约翰·霍华德

classic /'klæsɪk/ a. 典型的

publication /pʌblɪ'keɪʃn/ n. (书籍杂志等的) 出版, 刊印

staff /stɑ:f/ n. 员工, 全体工作人员

flu /flu:/ n. 流行性感冒, 流感



Watching and understanding

3 Watch the video clip and answer the questions.

Who ...	Jonathan	John	Janice
1 apologizes for keeping someone waiting?			
2 says something is very impressive?			
3 got a bit lost?			
4 has to think about a question?			
5 was the assistant editor of a student magazine?			
6 doesn't ask any questions?			
7 gets the job?			

4 Watch the video clip again and answer the questions.

- 1 What is Jonathan Howe looking through when Janice McKilroy meets him?
- 2 Why doesn't Miss McKilroy want to waste any more time with John Howard ?
- 3 What does Miss McKilroy ask John Howard that he doesn't know the answer to?
- 4 What does Jonathan give Miss McKilroy a copy of?
- 5 When did the editor and half the staff go down with the flu?
- 6 What did Jonathan and his colleague have to do as a result?
- 7 What does Miss McKilroy say about Jonathan's reply to her final question?



Developing critical thinking

5 Work in pairs and discuss the questions.

- 1 What do you think are the most important qualities that an employer looks for in a young person taking an office job for the first time?
- 2 How could you show by your body language and voice that you are confident at an interview?
- 3 Do you think that employers choose the friendliest person or the person with the best qualifications to give a job to? Give reasons for your answer.
- 4 Should you always be completely honest about everything in an interview?

Listening to natural English: expressions implying lack of confidence

In conversation, when we are unsure about something or hesitate before we reply, there are certain one-word expressions that we use. John, who is not well-prepared for the job interview, uses short expressions such as *hmm*, *um*, *er*. He also uses the longer expression *Let me think about it*. These are all useful expressions in some situations and we often use them in conversation while we are thinking. However, in a situation such as a job interview, they show lack of confidence and may be too informal. John also shows his lack of confidence by using the expression *I suppose*, which is used to show that although you think something is right, you are not completely sure about it.

Hmm, the classic questions, eh? Um, I don't know. Let me think about it.

Yeah, that was ... that would be it, I suppose.

Um, no. Oh yes, er, how much ... perhaps not. Um ... no. No questions. Thank you.

In a job interview we should avoid these expressions if possible and speak as clearly and confidently as possible, using fairly formal language.



Listening in

Short conversations

1 Listen to the five short conversations and choose the best answer to the questions.

- 1 (a) She thinks the man should give up his present job.
(b) She thinks the man should look for another job.
(c) She thinks it's difficult to earn a living as a professional musician.
(d) She thinks the man will be successful as a musician.
- 2 (a) The woman is enquiring about a holiday at a travel agent.
(b) The man and woman are planning a holiday.
(c) The woman is interviewing the man for a job.
(d) The man has offered the woman a job.
- 3 (a) A year ago.
(b) Sixteen months ago.
(c) A year and a half ago.
(d) Two years ago.
- 4 (a) It's important to spend time with your family.
(b) He agrees that hard work equals success.
(c) The woman needs to spend more time at work.
(d) The woman should feel pleased with her success.
- 5 (a) It's been the best time of his life.
(b) He's enjoyed his work a lot.
(c) He couldn't get the best out of the time he spent.
(d) He's very grateful to the woman.

Short conversations

visa /'vi:zə/ n. 签证

Conversation

2 Read the words below and predict what the conversation is about.

local bar chat different British office
drinks given name small talk relaxed
boss make jokes tough friendly
work Chinese office



Conversation**export** /ɪk'spɔ:t/ *v.* 出口, 输出**tough** /tʌf/ *a.* 严格的, 严厉的**odd** /ɒd/ *a.* 奇特的, 异常的**weird** /wɪəd/ *a.* 奇怪的, 不寻常的**humour** /'hju:mə/ *n.* 幽默感**Listening and understanding****3 Listen to the conversation and check (✓) the true statements.**

- 1 The Chinese woman had a job in the UK working in a Chinese office.
- 2 People are relaxed and quite friendly.
- 3 People call the boss by her family name.
- 4 People take their job seriously but joke and laugh.
- 5 While they're at their desk, people chat.
- 6 The Chinese woman didn't go out for drinks with everyone.

4 Listen to the conversation again and choose the best answer to the questions.

- 1 What did the British office do?
 - (a) Export Western books to China.
 - (b) Export Western art to China.
 - (c) Export Western clothes to China.
 - (d) Export Western food to China.
- 2 Where did people have a chat?
 - (a) At the water fountain or the coffee machine.
 - (b) In the corridor or at the water fountain.
 - (c) In the corridor or at the coffee machine.
 - (d) At the photocopier or the coffee machine.
- 3 What did the boss do when the Chinese woman first arrived?
 - (a) She offered the Chinese woman coffee.
 - (b) She offered the Chinese woman tea.
 - (c) She made jokes and laughed a lot.
 - (d) She introduced herself by her first name.
- 4 What should you chat about with people above all?
 - (a) Business.
 - (b) Sport.
 - (c) The weather.
 - (d) Families.
- 5 What does the man say is really important in a British office?
 - (a) To stay at your desk.
 - (b) To have fun with everyone.
 - (c) To invite people out to a bar.
 - (d) To go out for drinks with people from your office.

News report

5 Work in pairs and answer the questions.

- 1 What is a workaholic?
- 2 Why do people become workaholics?
- 3 What problems might someone have in their life as a result of being a workaholic?
- 4 How should you avoid workaholism?

News report

workaholic /wɜ:kə'hɒlɪk/ *n.* 工作狂 (指人)

addicted /ə'dɪktɪd/ *a.* 上瘾的, 入迷的

workaholism /wɜ:kə'hɒlɪzəm/ *n.*
工作狂 (指一种观念)

reasonable /'ri:znəbl/ *a.* 理智的

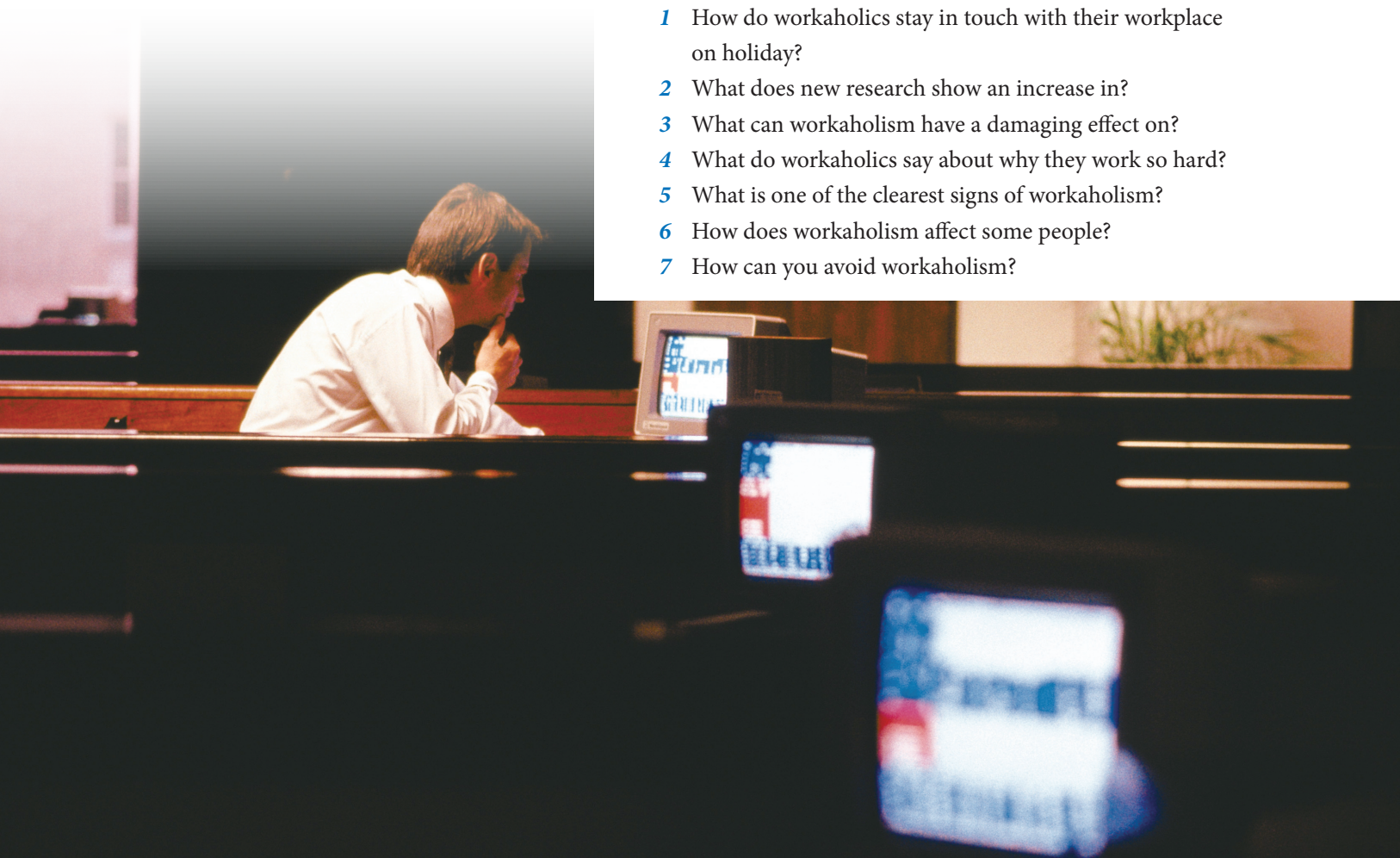
Listening and understanding

6 Listen to the news report and match the ideas with the speakers.

	Man	Woman
1 Some people work 80 hours a week and never take a holiday.		
2 A workaholic can't stop working and may make themselves ill and unable to continue.		
3 Some workaholics feel they need to work long hours and don't see it as a problem.		
4 Some workaholics may be worried about not having enough money.		
5 Some workaholics don't know how to enjoy themselves.		
6 Try to develop interests and make friends outside the workplace.		
7 Don't expect you can achieve more than a certain amount in a day.		

7 Listen to the news report again and answer the questions.

- 1 How do workaholics stay in touch with their workplace on holiday?
- 2 What does new research show an increase in?
- 3 What can workaholism have a damaging effect on?
- 4 What do workaholics say about why they work so hard?
- 5 What is one of the clearest signs of workaholism?
- 6 How does workaholism affect some people?
- 7 How can you avoid workaholism?



Presentation skills

Giving a talk

- 1 **Work in pairs and prepare a talk called "My ideal job". Think about the ideas below and choose a job that you feel you could do well with the right training.**
 - what you would like to do as a career
 - why you would like to do it
 - your personal qualities, for example, imagination, ambition
 - what you're good at, for example, languages
 - what qualifications you would need
 - what professional skills you would need
 - what you would need to do to achieve your career

- 2 **Talk about where and how you would work in your ideal job. Think about:**
 - whether you'd like to work indoors or outdoors
 - whether you'd like a job with a public organization or a private company
 - whether you'd like to work alone, in a small group or with a large team
 - when you'd like to work and how many hours, for example, during the day, in the evening, at night, or at weekends
 - how flexible you'd like your work to be and how much time off you'd like

- 3 **Work in groups of three or four and give your talk about your ideal job. Help your partner to prepare their presentation.**

- 4 **Work with the whole class and give your talk.**

- 5 **Work with the whole class. Decide which of your classmates have made the best choices for their ideal jobs and explain why.**

Giving a talk about an imaginary situation

Begin with the ideas in Activity 1. Try to show the class that you have thought about your ideal job carefully and chosen a job that is just right for you. Talk about what you enjoy doing and give examples. Emphasize your special qualities and why you'd be good at the job. Mention any experience you have that is relevant to the job.

When you talk about the qualifications and professional skills that you'd need, make sure you have the right information. Then continue with the ideas in Activity 2. Try to sound confident as you talk and end with a positive, confident statement.

Talking about an imaginary situation

For my ideal job, I'd like / love to work as a ...

Ideally, I'd like a job as a ...

Of course, I'd need to get some work experience.

Also, I'd have to do a further degree.

Talking about likes and preferences

I like / enjoy / love working alone.

I'd prefer to be part of a team.

I prefer working outdoors.

I'm interested in people.

I want to travel.

Talking about abilities and professional skills

I'm good at working with people.

I'm practical and good with my hands.

I have good social skills.

I'm able to work hard.

I'll have a degree in maths.

I have the right qualifications.

Giving reasons

There are several reasons why ...

The / One reason why ...

This is because ...

I like people, so I'd like a job that involves working with them.

Unit task

Carrying out a survey on students' career plans

1 Work in groups and carry out a survey on students' career plans. Think about different areas to ask about, for example:

- attitude to money
- importance of career compared to family
- future plans
- work experience

2 Think of questions to ask about each area.

*Do you know what you want to do when you leave college?
What is the most important thing you will look for in a job – money, job satisfaction or working conditions?
Do you think marriage and children interfere with a career?
Have you done any paid or unpaid work?*

3 Interview some other students and make notes of their answers.

4 Work in groups. Compare the answers you got to the survey and prepare a report. Include:

- the questions in the survey
- the answers to the survey
- your reactions to the answers

5 Work with the whole class and give your report on the survey.

Most people know what they want to do but some aren't sure.

Interestingly, only half the people we asked think that money is the most important thing.

Unit file

FUNCTIONS

Speculating about the future

I've got another year to go, and then I suppose I'll go back home.
Do you think you would ever ...?
I'd love to ... one day.
I think I'll always come back here.
Have you ever thought of ...?
But what would I do here?
I've often thought if there was a job I could do here in ..., I'd go for it.
Do you think I'd stand a chance?

Making enthusiastic comments

What a wonderful view!
This is such a great city.
That sounds like a great idea.

It's great fun, and really interesting.
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Reassuring people

Don't even think about it!
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Talking about attitudes and relationships at work

It's not always very easy working with him.
He is good at his job.
He's confident and very competent at what he does.
The people who work with him rate him quite highly.
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EVERYDAY ENGLISH

He has a different agenda.
I don't think his heart's in his job.
I rate him too.
We're not best buddies.
Whose round?

PRESENTATION SKILLS

Giving a talk

UNIT TASK

Carrying out a survey on students' career plans