Work

VOCABULARY PRACTICE

PRE-INTERMEDIATE | A2-B1

Name: _____ **Date:** _____

1 Match each job with its meaning.

1 receptionist	____	a person who looks after children
2 supervisor	____	b person who works for a government department
3 researcher	____	c person who studies and develops new ideas or products
4 plumber	____	d person who welcomes visitors
5 carpenter	____	e person who makes things from wood
6 firefighter	____	f person who checks other employees' work
7 childminder	____	g person who puts out fires
8 civil servant	____	h person who installs and repairs water pipes

2 Choose job or work.

1 I have a new *job / work* as a receptionist.

2 There is a lot of *job / work* to finish today.

3 What time do you leave *job / work*?

4 Leo is looking for a part-time *job / work*.

5 She got the *job / work* after two interviews.

6 It is hard to find *job / work* in this area.

7 This is my first *job / work* after college.

8 I usually travel to *job / work* by bus.

3 Complete the work expressions with words from the box.

apply | early | flexi-time | leave | living | promoted | shifts | strike

1 _____ for a job

2 work _____

3 be on _____

4 go on _____

5 earn a _____

6 be _____ to a higher position

7 take sick _____

8 retire _____

Work

4 Complete the workplace description with words from the box.

administrator | executive | public relations officer | receptionist | researcher | skilled workers | supervisor | union representative

Our **1** _____ welcomes visitors at the front desk. The **2** _____ organises the office each day. An **3** _____ makes important business decisions. Our **4** _____ speaks to journalists about the company. In the laboratory, a **5** _____ develops new products. The factory employs trained **6** _____. Their **7** _____ checks that the work is done correctly, while the **8** _____ protects staff interests.

5 Read the text. Write T (true) or F (false).

Mia's new job

Mia works as an administrator for a small design company. She usually works nine-to-five, but she can start between eight and ten because the company uses flexi-time. On Tuesdays she works from home. Last month, her supervisor gave her more responsibility and she was promoted. Mia likes the job, although deadlines can be stressful. She hopes to take a training course next year.

1 Mia works for a large factory. T / F

2 She normally has regular daytime hours. T / F

3 She must start at exactly eight o'clock. T / F

4 She works at home one day a week. T / F

5 She recently moved to a higher position. T / F

6 She has already completed next year's course. T / F

6 Match each situation with the correct expression.

1 a baby is due soon	____	a be made redundant
2 an employee is ill	____	b be on maternity leave
3 staff stop working in a dispute	____	c be on sick leave
4 a company no longer needs a role	____	d go on strike

OVER TO YOU

Write **70-90 words** about a real or imaginary worker. Include the job, workplace, hours, duties and one future plan.

[ ] Use at least eight target words. [ ] Use job and work correctly. [ ] Describe a typical working day.

ANSWER KEY

1 Jobs

1 **d** 2 **f** 3 **c** 4 **h** 5 **e** 6 **g** 7 **a** 8 **b**

2 Job or work

1 **job** 2 **work** 3 **work** 4 **job** 5 **job** 6 **work** 7 **job** 8 **work**

3 Work expressions

1 **apply** 2 **shifts** 3 **flexi-time** 4 **strike** 5 **living** 6 **promoted** 7 **leave** 8 **early**

4 Workplace description

1 **receptionist** 2 **administrator** 3 **executive** 4 **public relations officer**
5 **researcher** 6 **skilled workers** 7 **supervisor** 8 **union representative**

5 Reading

1 **F** - She works for a small design company.
2 **T**
3 **F** - Flexi-time lets her start between eight and ten.
4 **T**
5 **T**
6 **F** - She hopes to take the course next year.

6 Situations

1 **b** 2 **c** 3 **d** 4 **a**

Over to you: Answers will vary. Check target vocabulary, accurate use of job/work and a clear daily routine.