Work

VOCABULARY PRACTICE

INTERMEDIATE | B1-B2

Name: _____ **Date:** _____

1 Match each employment term with its precise meaning.

1 executive	____	a trained manual occupation
2 administrator	____	b person working independently for different clients
3 union representative	____	c job requiring substantial training or qualifications
4 skilled worker	____	d employee trained for specific practical tasks
5 unskilled worker	____	e person responsible for day-to-day office organisation
6 trade	____	f senior employee who makes important decisions
7 profession	____	g person protecting employees' interests
8 freelancer	____	h employee whose job requires no special training

2 Complete the employment collocations.

apply | **earn** | **flexi-time** | **leave** | **promoted** | **responsibility** | **shifts** | **strike**

1 _____ a living

2 _____ for a vacancy

3 take on more _____

4 work rotating _____

5 be on _____

6 go on _____

7 be _____ to manager

8 take parental _____

3 Correct one mistake in each sentence.

1 The best way of getting to **job** is by train. _____

2 I have a new **work** as a designer. _____

3 It can be difficult to **win a living** as an artist. _____

4 She applied **a job** in publishing. _____

5 He works **nine-to-five hours** in the finance department. _____

6 The company **made him fired** after repeated warnings. _____

7 I was ill, so I took **sick holiday**. _____

8 Her role disappeared and she was **done redundant**. _____

Work

4 Complete the employee profile with expressions from the box.

earn a living | flexi-time | freelance | made redundant | maternity leave | part-time | promoted | shiftwork | take on | workaholic

Nora once did **1** _____ at a hospital, alternating days and nights. After **2** _____, she returned **3** _____ and used **4** _____ to vary her starting time. She agreed to **5** _____ a training role and was later **6** _____. When the hospital reorganised, she was **7** _____. She now works **8** _____ for several clients. It took time to **9** _____, but she enjoys the independence and makes sure she does not become a **10** _____.

5 Read the text and answer the questions briefly.

Different patterns of work

A standard nine-to-five schedule gives many employees predictable routines, while shiftwork keeps services operating beyond normal office hours. Flexi-time allows staff to vary when they begin and end, usually around agreed core hours. Remote work can reduce commuting, but it may also blur the boundary between work and home. No arrangement suits everyone: managers need to consider the task, customer needs, teamwork and employees' personal responsibilities. Clear expectations are as important as flexibility.

1 What advantage does a nine-to-five schedule offer? _____

2 Why do organisations use shiftwork? _____

3 What may employees vary under flexi-time? _____

4 What can remote work reduce? _____

5 What boundary may remote work blur? _____

6 What four factors should managers consider? _____

6 Rewrite using the word in capitals.

1 The company moved her to a higher position. **PROMOTED** _____

2 He works for several clients independently. **FREELANCE** _____

3 Staff stopped working because of a dispute. **STRIKE** _____

4 The company no longer needed her position. **REDUNDANT** _____

OVER TO YOU

Write a **100-120 word** profile of a real or imaginary career. Include qualifications, responsibilities, working pattern, one change and future plans.

[ ] Use at least ten target expressions. [ ] Distinguish a job from work. [ ] Explain advantages and disadvantages.

ANSWER KEY

1 Employment terms

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

2 Employment collocations

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

3 Corrections

1 getting to **work** 2 a new **job** 3 **earn/make a living** 4 applied **for** a job
5 works **nine-to-five** 6 **fired him** 7 took **sick leave** 8 was **made redundant**

4 Employee profile

1 **shiftwork** 2 **maternity leave** 3 **part-time** 4 **flexi-time** 5 **take on**
6 **promoted** 7 **made redundant** 8 **freelance** 9 **earn a living** 10 **workaholic**

5 Reading - suggested answers

1 A predictable routine. 2 To keep services operating beyond normal office hours. 3 Their starting and finishing times. 4 Commuting. 5 The boundary between work and home. 6 The task, customer needs, teamwork and personal responsibilities.

6 Rewriting - possible answers

1 The company **promoted her**. 2 He works **freelance**. 3 The staff **went on strike**. 4 She was **made redundant**.

Over to you: Answers will vary. Check career vocabulary, collocations and a balanced account of working patterns.