

# Work Wonders



## Start thinking!

What job would you like to do in the future? Why?  
Which is more important, money or job satisfaction?  
Would you like to do the same job as your parents?  
Why? / Why not?



## Reading

- 1** Look at the paragraph headings in the article below. Which of these types of work would you rather do? Why?

# MAKING A LIVING *by Ivy Saunders*



'What do you want to be when you grow up?' By the time I was fifteen, I'd answered that question a hundred different ways. A doctor! An actor! An astronaut! (OK, even I knew that wasn't going to happen!) By the time I was twenty-five, I'd had lots of jobs, but none of

them had been on my list of careers. I'd flipped burgers in a fast-food place. I'd worked in a shoe shop and a pet shop. Then, gradually, I realised I had been doing things I didn't like. I decided that I liked writing, so I took a course and became a journalist. The point is, it's okay to answer 'I don't know what I want to be!'. Finding a career takes time. If you've got no idea what career you want to do, here are a few ideas to get you started.

## **B** WORK WITH YOUR HANDS



For some of us, applying for a job in writing is all the writing we want to do! The usual applicant for jobs such as these is someone who is independent and

who prefers to use their physical skills, which could involve being anything from a builder to a chef. This type of work might also suit people who perhaps don't expect to stay in education for a long time. It's work that can involve long hours and you might never make a fortune, but at the same time you feel the satisfaction of making something, which office work often doesn't provide.

## **A** WORK IN AN OFFICE



Whatever we say we want to be, a huge number of us will join the staff of large companies and work in an office. And that's


not a bad thing. Office work can be secure, well-paid, and many people like working in teams. You could become a manager and go on trips abroad with your expenses paid by the company. On the other hand, some people find it hard to be at the same desk working on the same computer day after day. If you're the outdoors type, then office work might not be ideal for you!

## **C** DO VOLUNTARY WORK



It's difficult to make an entire career out of voluntary work because there's no money in it, but it can be a very useful step to something else. You can get lots of

experience and you can try out different jobs while you make up your mind. From helping older people to working with animals, voluntary work teaches you skills that you can then use in a paid job. It can even take you to other countries, since many charities do international work.

**2**  **1.11** Read the article and decide if the statements are true (T) or false (F).

- 1 The writer always wanted to be a journalist. T/F
- 2 She thinks young people have to decide now what career they want. T/F
- 3 She thinks young people should stay in education as long as possible. T/F
- 4 She thinks voluntary work can teach you something useful. T/F
- 5 She thinks people who work from home can't get another job. T/F
- 6 This article is aimed at young people considering their future. T/F

**3** Read the article again. For questions 1–6, choose from the types of work (A–E). The types of work may be chosen more than once.

According to the writer, which type(s) of work:

would be good, if you like working on your own? 1 \_\_\_ 2 \_\_\_

do you not get paid to do? 3 \_\_\_

can you earn a lot of money from? 4 \_\_\_ 5 \_\_\_

would be good, if you haven't chosen a career? 6 \_\_\_

could allow you to travel? 7 \_\_\_ 8 \_\_\_

would be good, if you like working with other people? 9 \_\_\_ 10 \_\_\_

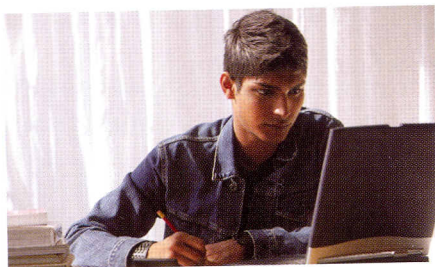
**D** WORK WITH THE PUBLIC



Working in a shop or in another service where you deal with members of the public isn't for everyone. It's ideal for those of you who like meeting people,

both people you work with and customers. You might sometimes need a lot of patience, and it's not always easy to keep calm when the customer is wrong. On the plus side, there are lots of opportunities to earn a lot and move up to the level of manager, and maybe even higher!

**E** SET UP YOUR OWN BUSINESS



There's one advantage of working for yourself. You never have to fill in an application form to get the job! Seriously, though, for

someone who likes working alone, running your own business can be very rewarding, even if it can also be very hard work. You could take something that you love, such as a hobby, and start making money from it. These days, you can even start your business online and work from home alone, if you wish. You need to have a lot of confidence, but there's nothing like being your own boss.

**WORD BOX**

**4** Use words or phrases from the advertisements to complete the definitions. You've been given the first letter to help you.

- 1 The amount of money you get paid every year to do a job is called your s\_\_\_\_\_.
- 2 An a\_\_\_\_\_ f\_\_\_\_\_ is something you fill in when you apply for a job.
- 3 If a company pays your e\_\_\_\_\_, they pay for taxis, meals, travel, etc.
- 4 When you write a letter to apply for a job, you apply i\_\_\_\_\_ w\_\_\_\_\_.
- 5 A person applying for a job is called an a\_\_\_\_\_.
- 6 Work which you do for a charity and which you don't get paid for is called v\_\_\_\_\_ w\_\_\_\_\_.
- 7 The s\_\_\_\_\_ are all the people who work for a company.

 **Have your say!**

- How important is it to earn a high salary?
- Explain what other aspects of work you think are important.

# G Grammar clinic

## Past perfect tense review

👁 Look at *Grammar database pages 174–175* before you do the exercises.

**1** Read the sentences and decide if the statements are true (T) or false (F).

- |   |   |                          |
|---|---|--------------------------|
| 1 | By the time I was twenty-five, I'd <i>had</i> lots of jobs, ...           |                          |
|   | This describes an action before the main time in the past.                | <input type="checkbox"/> |
|   | The action was completed before the main time in the past.                | <input type="checkbox"/> |
| 2 | Then, gradually, I realised I <i>had been doing</i> things I didn't like. |                          |
|   | This describes a continuous action before the main time in the past.      | <input type="checkbox"/> |
|   | The action was completed before the main time in the past.                | <input type="checkbox"/> |

**2** Circle the correct tense in each sentence.

- By the time Claire retired, she *worked/had been working* there for 20 years.
- Before I filled in the application form, I *had called/had been calling* them to ask for more information.
- It was the first time John *was working/had worked* on a computer.
- The boss phoned before I *had finished/hadn't finished* the letter he asked me to write.
- Mr Turner worked as a chef for a while and then *decided/had decided* to apply for a job as a fireman.

**3** Correct the sentences that have mistakes in them. One sentence has no mistakes. Which one?

- The staff were quite tired because customers had been coming in all morning.
- Because he had never been working from home, my brother didn't know what to expect.
- Somebody else got the job before I hadn't had a chance to send in my application form.
- Dad had been driven all day so he was really tired when he got home from work.

**4** Complete the sentences using the verbs in brackets in the past perfect simple or continuous. You may need to use a negative form.

- When I started working here, it was the first time I \_\_\_\_\_ (**work**) in an office.
- Luckily, we \_\_\_\_\_ (**already write**) the report when the boss arrived.
- I \_\_\_\_\_ (**wait**) for the bus to work for half an hour when it finally turned up.
- Helen decided to speak to her manager because she \_\_\_\_\_ (**have**) problems with the others in the office.
- Alex \_\_\_\_\_ (**work**) in a supermarket before, so he knew exactly what to do.
- My uncle \_\_\_\_\_ (**try**) to find a job for months when he finally found what he was looking for.

# Vocabulary builder

## Occupations

### 1 Match the jobs in the box with the definitions.

accountant • journalist • electrician • plumber  
sales rep • civil servant • civil engineer  
labourer • architect • miner

This person ...

- 1 does hard physical work, such as repairing roads.
- 2 designs houses and other buildings.
- 3 deals with the income and the expenses of a business.
- 4 writes articles and reports for a newspaper.
- 5 works in a government office, for example in a tax office.
- 6 digs coal or gold, etc from underground.
- 7 deals with the water system in buildings.
- 8 designs and builds roads and bridges, etc.
- 9 deals with the electrical system in buildings.
- 10 sells products to businesses.

### 2 Complete the explanations of the words and phrases in bold with one word.

- 1 When you are **on strike**, you don't \_\_\_\_\_ in order to try to force your employer to change something.
- 2 When you **get the sack**, you \_\_\_\_\_ your job, often because you did something wrong.
- 3 When you work **overtime**, you work \_\_\_\_\_ hours than usual.
- 4 When your employer **promotes** you, you are given a \_\_\_\_\_ job than before.
- 5 When you **retire**, you \_\_\_\_\_ working permanently because you are old enough to do that or because your health is bad.

### 4 Complete each sentence with one of the nouns you made in exercise 3. You may need to make the word plural.

- 1 I do so many after-school \_\_\_\_\_ that I never have time just to relax!
- 2 I'm hoping to find \_\_\_\_\_ in advertising when I leave college.
- 3 The \_\_\_\_\_ of people don't decide on their career until their late 20s.
- 4 I work in a shop, and \_\_\_\_\_ towards customers is very important.
- 5 I get a lot of \_\_\_\_\_ out of my job, even though the salary is quite low.
- 6 Jack lost his job because of his own \_\_\_\_\_ and lack of interest.
- 7 I was touched by the boss's \_\_\_\_\_ when he said I looked ill and should go home.
- 8 I've applied for a(n) \_\_\_\_\_ at work, and I hope I get it!
- 9 One of the \_\_\_\_\_ of working in the media is meeting famous people.
- 10 Our manager gave us all an extra \_\_\_\_\_ for working so hard!



### Word formation: suffixes

### 3 Make the words into nouns using one of the suffixes in the box. Be careful with spelling.

-ness -ment -tion -ity

- |          |           |
|----------|-----------|
| 1 active | 6 employ  |
| 2 enjoy  | 7 attract |
| 3 kind   | 8 pay     |
| 4 major  | 9 promote |
| 5 polite | 10 lazy   |



## Listening

**1** **1.12** You are going to listen to an extract from an interview with two careers officers. As you listen, complete the sentences with a number.

- Craig has been working as a careers officer for \_\_\_\_\_ years.
- He visits approximately \_\_\_\_\_ schools every year.
- Susan talks to about \_\_\_\_\_ pupils about careers each year.
- Each careers interview lasts about \_\_\_\_\_ minutes.

**2** **1.13** Listen to the whole interview. For questions 1–5, choose the best answer (A, B or C).

- What does Craig say about the work of a careers officer?
  - It has changed completely over the years.
  - It is similar to what it used to be.
  - It's better than the other jobs he's done.
- Only one in ten of the people who want to become doctors
  - succeed in their ambition.
  - become lawyers.
  - are successful in other professions.
- Craig suggested the air force to the young man because he
  - wanted to change his mind about being an astronaut.
  - thought it was probably the best way to achieve his aim.
  - was sure that astronauts started in the air force.
- Craig's advice is that you should
  - be ready to choose a completely different career.
  - only talk about your ambition if you really mean it.
  - become a doctor if you can't become an architect.
- Susan's advice is that you should
  - become a lawyer if you like helping people.
  - get legal advice before choosing your career.
  - find out more about the job you want to do.



## Soundbite silent letters (1)

**1.14** Read the words and underline any silent letters. Listen and check.

listen	climber	pneumonia
plumber	comb	knight
lamb	tomb	



## Speaking

Useful Phrases

**1** Complete the words and phrases to express uncertainty.

- I don't know ...*  
I'm not s \_\_\_\_\_ ...  
I'm not c \_\_\_\_\_ ...
- ... but I think ...*  
... but I s \_\_\_\_\_ ...  
... but I i \_\_\_\_\_ ...
- ... may ...*  
... m \_\_\_\_\_ ...  
... c \_\_\_\_\_ ...

**2** In pairs, choose four or more of the questions to talk about. Use the phrases from exercise 1 to help you.

- What do you think is important when choosing a career?
- Do you think people work too hard nowadays?
- How do you think the world of work is changing?
- What do you think it would be like to work from home?
- What problems do people face when they are unemployed?



Look at *Speaking database - Giving/Asking for opinion* on page 165.



# Use of English

## Comparatives and superlatives

Look at *Grammar database pages 175–176* before you do the exercises.

1 Complete the sentences using either the comparative or the superlative form of the adjective in brackets.

- 1 This job is much \_\_\_\_\_ (easy) than my last one!
- 2 I imagine the life of a lawyer is \_\_\_\_\_ (challenging) than that of a shop assistant.
- 3 Chris should make a good actor because he's \_\_\_\_\_ (confident) child I know.
- 4 Doctors are generally \_\_\_\_\_ (well) paid than nurses.

2 Complete each sentence so that it means the same as the first sentence. Use the words given without changing them. Use no more than five words.

- 1 I've never read such a boring book about being an actor. **interesting**  
This is \_\_\_\_\_ about being an actor I have ever read.
- 2 I had expected the job to be more difficult than it was. **as**  
The job \_\_\_\_\_ I had expected.
- 3 Everyone in the office took much longer to finish their work than Kim. **quickly**  
Kim finished her work \_\_\_\_\_ everyone else in the office.
- 4 I got more satisfaction from my old job. **less**  
I am \_\_\_\_\_ I was in my old job.

3 For questions 1–10, read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the gap in the same line. There is an example at the beginning (0). Write your answers IN CAPITAL LETTERS.

## AN UNUSUAL JOB

Most people end up in fairly ordinary (0) OCCUPATIONS. If you're a (1) \_\_\_\_\_, a sales rep or a doctor, when you tell people what you do, they understand what it is. For some, though, their (2) \_\_\_\_\_ produces a surprised stare from the (3) \_\_\_\_\_ of people. For example, Emma Carter is a hand model. A what? Well, let Emma explain. 'It's (4) \_\_\_\_\_ paid than a lot of jobs, and in some ways I suppose it's (5) \_\_\_\_\_. Most people don't understand what I do, even though they've probably seen me do it! My hands appear on TV and in magazine ads all the time. I don't think I've got the (6) \_\_\_\_\_ hands in the world, but I know how to do different (7) \_\_\_\_\_ in different ways, to communicate ideas such as strength or love. The main (8) \_\_\_\_\_ of this job are that I have a lot of freedom to choose when I work, and I get to go on trips abroad with all my (9) \_\_\_\_\_ paid. I get a lot of (10) \_\_\_\_\_ out of it, and my hands are famous, even if I'm not!'

- OCCUPY
- LABOUR
- EMPLOY
- MAJOR
- WELL
- EASY
- PRETTY
- ACTIVE
- ATTRACT
- EXPENSE
- ENJOY





# Writing

## A report

👁️ Look at *Writing database - reports* on page 151 before you do the exercises.

- 1 Read this writing task. Who is the report to and what is the subject?



Everyone in your class has spent a day at work with a member of their family. Your teacher has now asked you to write a report for her/him about the job you learned about. She/He wants you to describe the main features of the work, and to explain why it would or wouldn't be suitable for you as a career.

Write a **report** of between **120** and **180** words in an appropriate style.

- 2 Decide if the statements are true (T) or false (F).

- 1 The aim of a report is to present information in a clear way.
- 2 You should never give your own opinion in a report.
- 3 Reports are usually quite informal.
- 4 It's usually a good idea to give each paragraph a heading.
- 5 The last paragraph might be a summary or might contain suggestions.
- 6 You put your name at the end of a report, like in a letter.

## Working model

- 3 Put these parts of a report into the correct order (A–D).

1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_

A

### CONCLUSION

Being an accountant would not be an appropriate career choice for me. Firstly, I am not interested in working in an office, and I would rather work outdoors. Secondly, I have always wanted to be a vet and work with animals. My experience of a day with an accountant has not changed my plans.

B

### INTRODUCTION

To learn about careers, we were each asked to spend a day at work with a member of our family. I chose my aunt, Rachel, who works as an accountant.

C

To: Mrs Edwards  
From: Hannah Davies  
Subject: My day with an accountant

D

### DAILY ROUTINE

On most days, my aunt arrives at the office at nine o'clock and works on her computer until lunch time. In the afternoon, she visits businesses and has meetings with people. This was her routine on the day I spent with her.

### SALARY AND JOB SATISFACTIONS

My aunt receives a good salary, and she often earns more by doing overtime. As well as a good salary, my aunt gets a large amount of job satisfaction from her work. I observed her solving people's financial problems and helping them manage their money. She enjoys this part of her job.

**4 Read the model again and complete the sentences with a word or short phrase.**

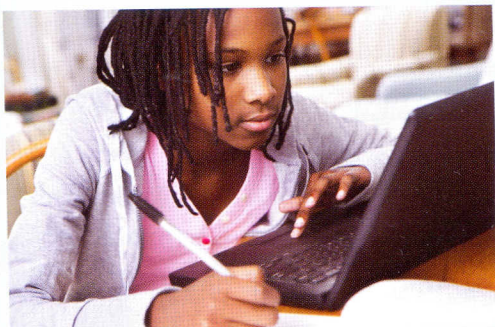
- Mrs Edwards asked the pupils to spend a day at work to \_\_\_\_\_ careers.
- Hannah spent the day with a(n) \_\_\_\_\_ called Rachel, who is a member of her family.
- On the day Hannah spent with Rachel, they spent the morning in \_\_\_\_\_.
- They spent the afternoon having \_\_\_\_\_ with people at their businesses.
- Rachel likes helping people with their \_\_\_\_\_.
- Hannah would rather be a(n) \_\_\_\_\_ than an accountant.

**Ready to write!**

**5 Look at this writing task. Who is the report to and what is the subject?**

Everyone in your class has been asked to find out about a different career, either by speaking to people you know or by searching online. Your teacher has now asked you to write a report for her/him about the career you learned about. She/He wants you to describe the main features of the work and to explain why it would or wouldn't be suitable for you as a career.

Write a **report** of between **120** and **180** words in an appropriate style.



**6 Write short answers to these questions. Find information online, speak to someone you know, or use your imagination where necessary.**

- What job have you found out about?  
\_\_\_\_\_
- Where did you get information about that job from? \_\_\_\_\_
- What is the usual salary for that job?  
\_\_\_\_\_
- What are the main things that person does each day? \_\_\_\_\_
- Apart from money, what might a person doing that job enjoy? \_\_\_\_\_

**7 Make a plan of your answer. Use your notes.**

- How are you going to start your report?  
To: .....  
From: .....  
Subject: .....
- What's the title of your first paragraph?
- How are you going to start it?
- What are the titles of your other paragraphs?
- How are you going to start your final paragraph?
- Do you think this career would be suitable for you?
- What are the main two reasons? Why? / Why not?
- Is there a career that would suit you better? Which?

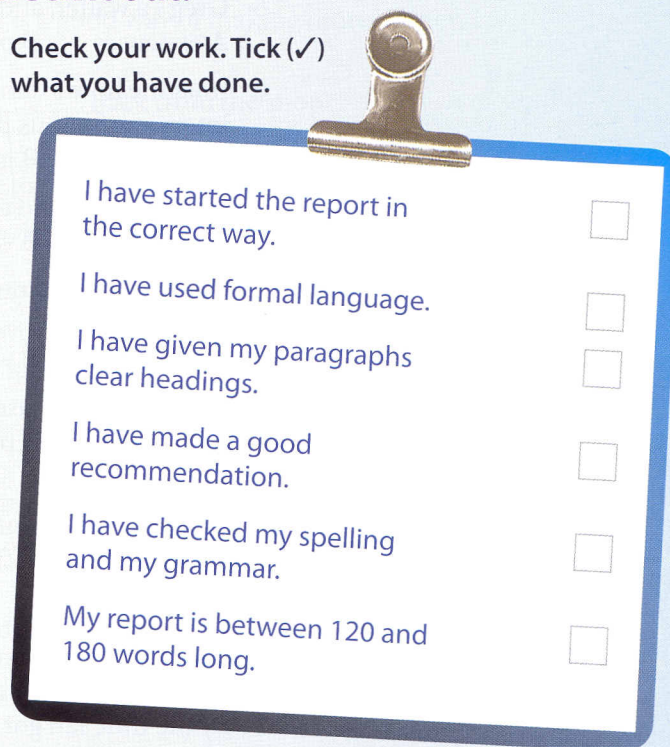
Now complete **Writing Planner 4** on page 156.

**Now write!**

**8 You are now ready to write your report. Use formal language and present your information clearly. Make a clear recommendation.**

**Check it out!**

**9 Check your work. Tick (✓) what you have done.**



**Look Back**

Can you answer these questions? If you can't remember, look through the unit for the answers.

- What do you fill in to apply for a job?
- Who does a civil servant work for?
- What's the noun from 'lazy'?
- What do we call the person who gives us advice on choosing a job?
- Which of these words has a silent letter?  
*mumble climber grumble*