

Review 4

Careers

1 Finish each phrase about careers with the best collocation from a-h.

- | | |
|--------------------------------|-----------------|
| 1 make a career | a) application |
| 2 reach your long-term | b) bonus |
| 3 prefer money rather than job | c) choice |
| 4 learn new | d) experience |
| 5 gain | e) goal |
| 6 get a performance-related | f) placement |
| 7 send off a job | g) satisfaction |
| 8 apply for a gap-year | h) skills |

2 Fill in the missing letters in these words which all have a meaning similar to *goal*.

- clear / annual / production / sales t_____s
- limited / clear / specific / business o_____s
- the overall / main / sole / underlying ___m

3 Match each word in the box with its definition below. Then translate the words into your language.

aptitude background experience
know-how knowledge skill

- knowledge that you need to be able to do something _____
- information that someone knows _____
- an ability to do something well, especially because you have practised it _____
- knowledge or skill you get from being in different situations _____
- the type of education, experience and family that you have _____
- a natural ability to do something well or to learn it quickly _____

4 The expressions in the box refer to losing your job.

be dismissed be fired be laid off
be made redundant be sacked

- Which three suggest it was your fault?
_____, _____, _____
- Which of these three is more formal? _____
- Which two expressions suggest it was not your fault?
_____, _____
- Which of these two is British English? _____

5 Fill in the missing letters in these words about careers.

- be sh____-li____d for a second interview
- re____n from a job because you have a better offer in another company
- a____d an interview on Friday morning
- be p____d to a more senior position after some time in the company
- be h____ed by a company after a successful interview
- a____y for a job in a company

6 Put each verb into the correct form: present simple (*do / does*), present continuous (*am / are / is doing*), present perfect (*have / has done*) or past simple (*did*). Each form is used twice.

'I'm really busy this morning - I (1) _____ (interview) three candidates for that sales job - the second one is outside now. Yesterday was even worse. I (2) _____ (interview) five candidates in two hours, and none of them were any good. Let me see, over the last ten days I think I (3) _____ (interview) 16 candidates. Just imagine! And every time I (4) _____ (interview) someone there's a CV to read, questions to prepare, records to keep. It just never ends. Right now, I (5) _____ (need) a break. (6) _____ (anyone/see) that travel brochure about holidays in the Seychelles? I know I (7) _____ (put) it somewhere. Wait a minute. There's no-one here. I (8) _____ (talk) to myself.'

7 Put each verb into the correct form: present perfect (*have / has done*) or present perfect continuous (*have / has been doing*).

- I _____ (write) my CV all morning, and finally I _____ (finish) it.
- I _____ (write) four job applications this week. One day I must get lucky - I _____ (try) to find a job for ages.

8 Make nouns from the adjectives and verbs below.

- strong (adj) _____
- weak (adj) _____
- responsible (adj) _____
- perform (v) _____
- commit (v) _____
- achieve (v) _____

9 Use each noun from Exercise 8 to complete these questions from a job interview. Some have a plural form.

- What are your main functions and duties in your present job? What are your _____?
- How does the company know you are doing a good job? How do they measure your _____?
- What are the positive things you can bring to the team? What are your _____?
- And what would you say are your _____? Come on, be honest now.
- What is the one thing you are most proud of in your present job? What is your greatest _____?
- If we offer you this job, what kind of _____ will you have to the company? Will you be looking for another job after a year or two?