

Jenny Dooley

Workbook

New

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Word Formation

Irregular Verbs

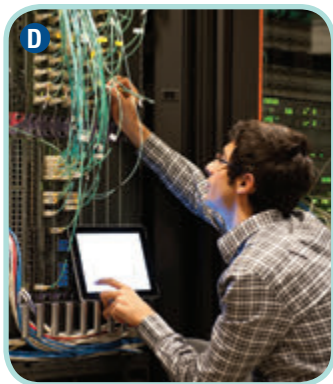


Vocabulary Work

1 a ★ Match the words to form jobs.

- | | |
|---|--------------|
| 1 <input type="checkbox"/> IT | a marketer |
| 2 <input type="checkbox"/> web | b programmer |
| 3 <input type="checkbox"/> social media | c developer |
| 4 <input type="checkbox"/> digital | d technician |
| 5 <input type="checkbox"/> app | e creator |
| 6 <input type="checkbox"/> content | f influencer |
| 7 <input type="checkbox"/> computer | g designer |

b) ★ Which of the jobs in Ex. 1a can you see in the pictures?



2 ★ Choose the correct word.

- The retail staff have weekly sales **goals/deals** that they must meet.
- Employees who work in customer **content/service** often have to deal with complaints.
- You can find breaking **news/media** about the company on their social media feed.
- Social networking **sites/careers** can be a useful resource during your job hunt.
- Advertisers work to ensure their brands have an online **presence/dedication**.
- One way to increase the number of visitors to an online shop is to offer special **skills/deals**.

3 ★★ Fill in figure, meet, retire, resign, fired, make, create, giggle, aim, engage in the correct form.

- He couldn't out how to install the new software so he asked his colleague for help.
- He after he was officially offered a position at the new company.
- She content for news websites.
- It was difficult to our deadline, but we all worked at the weekend and got it done.
- After multiple warnings, he was finally
- Having been employed for over 40 years, Bob plans to when he turns 65.
- The factory closed, moving their operations further south. As a result, he was redundant.
- Harold made a joke and I couldn't stop during the meeting.
- You can customers by using exciting online content and interactive games.
- We to increase sales by 30% soon.

4 ★★ Fill in: on (x2), away, up, out, with.

- Let's not give the new product until the official date.
- The machinery gave and had to be replaced.
- I connect the Human Resources department through the online portal.
- We congratulated him his recent promotion.
- After trying to fix the new software all day, she finally gave and went home.
- The salary depends your prior work experience.

5 ★★★ Fill in: employees, interns, duties, vacancies, profession, experienced, trained, full-time, part-time, presence, deadline, candidates, client, position. Two words are extra.

Administrative Assistant Position

FLEXCORP is looking for new administrative assistants for their busy downtown location. We currently have two 1) which need to be filled immediately; one 2) at 40 hours per week, and the other 3) at 15-20 hours weekly. Successful 4) must be 5), with a minimum of two years in a similar role. All new 6) will be 7) to use our in-house software management tools during the first week on the job.

Administrative assistant 8) will include answering all incoming calls and electronic communications, scheduling 9) meetings with our customers, and basic bookkeeping. In the summer, the 10) also includes responsibility for recruiting and supervising 11) from the local university.

The 12) for applying is 4th May.

Please forward a cover letter and CV to admin@flexcorp.co.uk.

Grammar

Present tenses

1 ★ Choose the correct tense.

- 1 Do you **understand**/Are you **understanding** the new holiday policy? I find it confusing.
- 2 Currently, I **have worked**/am **working** more than 50 hours a week in order to meet my deadline.
- 3 She **hasn't got**/hasn't **been getting** a promotion since she began working here six years ago.
- 4 **Have you been working**/Are you **working** since I saw you last night? You look awful!
- 5 The meeting **is taking**/takes place every Friday at 9 am.
- 6 He **hasn't run**/doesn't **run** the HR department anymore. He retired last June.
- 7 The new office design **looks**/is **looking** really fantastic.
- 8 **Have you been meeting**/Are you **meeting** the new clients today or tomorrow?

2 ★★ Put the verbs in brackets into the present simple or the present continuous. Give reasons.

- A Dave works for an advertising company and
 1) (meet) many people every day as part of his job. The company 2) (expand) rapidly and this evening Dave 3) (take) a new client out to dinner.
- B John and Anna 4) (fly) to Paris on Monday on a business trip. Their flight 5) (take off) at 7:10 in the morning and 6) (arrive) in Paris at 8:10. Anna's cousin 7) (own) a house there, so they 8) (stay) with him.
- C 9) (you/like) the job you do? People who 10) (take) pleasure in their work 11) (achieve) more. Someone who 12) (always/complain) about their job cannot contribute as much as a happier worker.
- D Hi everyone! I 13) (write) to tell you about my exciting new business! Next month, I 14) (open) my own cake shop! I usually 15) (sleep) in every morning but soon I will have to get up really early. It's important that when the first customers 16) (arrive) at 9 am the shelves are full of freshly baked goods. Today, I 17) (try) to find recipes for pies and next week I 18) (meet) with a famous pastry chef to get some new ideas.

3 ★★ Put the verbs in brackets into the present perfect or the present perfect continuous.

- 1 A: You look tired. What (you/do)?
 B: I (type) letters all morning.
- 2 A: (you/inspect) the new offices next door yet?
 B: Yes, I (just/get) back from there.
- 3 A: The boss (talk) on the phone since lunchtime.
 B: I know. And he (just/cancel) the 3 o'clock meeting.
- 4 A: The photocopier (be) repaired.
 B: Oh good! Now I can make those photocopies.
- 5 A: Bob (paint) the house all this week.
 B: And he still (not/finish)!
- 6 A: I (try) to contact you all week!
 B: Oh I'm sorry – my phone (not/work) for the last few days.

4 ★★★ Put the verbs in the correct present tense.

To whom it may concern,

I am writing to ask about the possibility of doing an internship with your company.

I 1) (study) marketing for the past three years at university and I 2) (enter) my final year in September. I 3) (hear) about internship positions at your firm through the campus employment agency. Their staff 4) (tell) me that you often take on upper year students over the summer. 5) (they/inform) me correctly? I think I am the ideal candidate for an internship for a number of reasons. I 6) (have) consistently high marks in my program throughout the past three years. In addition, since last summer I 7) (work) at my mother's architectural firm, so I 8) (be) familiar with the day-to-day operations of a typical office. I am also very interested in the work your company 9) (currently/do) in the field of social media. Your company 10) (be) an innovator since the early days. Your campaign for the new Jinxy drink in 2012 11) (change) the way new products are launched.

I look forward to hearing from you regarding the internship possibilities over the summer months at your earliest convenience.

Sincerely,

Claire Brown



Vocabulary

Job skills

1 ★ Choose the correct word.

- 1 Her CV highlighted that she is **fluent/excellent** in both Spanish and French.
- 2 The hiring committee is looking for a good problem **solver/operating** for the Accounts department.
- 3 The new employees must have **advanced/driving** IT skills.
- 4 The best employees at my present workplace are team **thinkers/oriented**.
- 5 She was not very **skilled/experienced** in this line of business.

2 ★★ Match what each person says to the adjectives in the list. *decisive – cooperative – organised – motivated – innovative.*

- 1 I need to make important decisions quickly, so it's important I analyse all sides of the situation carefully.
- 2 I work very hard to achieve the goals I set for myself.
- 3 I have a special system which helps me keep track of all our patients' information.
- 4 It's important to work effectively with colleagues to meet project deadlines.
- 5 The IT industry is constantly changing, so I am always creating new software to solve new challenges.

3 ★★★ Complete the advert. Use: *skilled, excellent, qualified, degree, motivated, thinker, caring, skills, attentive, advanced.* 3 words are extra.

All environmental technicians must hold a bachelor or master's **1)** in Environmental Science. Environmental technicians (or ETs) should be **2)** in proper testing and analysis procedures, and **3)** at working within a laboratory setting. ETs should possess excellent communication **4)** and be **5)** to detail when completing their duties. Someone who is a strategic **6)** and **7)** at meeting short deadlines is the ideal environmental technician.

Everyday English

Recommending a person for a job

4 ★ Read the dialogue and fill in: *intern, duties, qualities, soft, asset.*

- A:** There is a vacancy in the Research and Development department. Should we consider hiring Maria, the **1)** from last summer, for the position? She graduated in May and is now fully qualified.
- B:** That's a great idea. She has so many fantastic **2)**; she is hard-working, organised and really innovative. I think she would be a wonderful **3)** to the team.
- A:** Agreed. And many of the **4)** are things she will be familiar with. She did a lot of the research and data entry for the big project last summer, so she'll already know how to do those things.
- B:** And in terms of **5)** skills, you couldn't ask for a more cooperative and motivated co-worker.

5 ★★ Choose the correct response.

- 1 **A:** What hard skills does she have?
B: **a** Well, she is very innovative.
b She knows several different computer languages.
- 2 **A:** Can you describe his duties?
B: **a** Without a doubt, he is a good asset.
b He's responsible for all of our tax records.
- 3 **A:** Would you recommend him for the job?
B: **a** He is just the person for the position.
b Above all, he is a strategic thinker.

6 ★★★ Put the dialogue in the correct order.

- A** ☐ Oh yes, Martin Smith. How long has he been with us?
- B** ☐ I am considering Martin for a promotion at the end of this quarter. He's earned it over the years.
- C** ☐ He is a strong team player and is more than qualified to deal with all the senior accounts. He's been fully certified for the past two years.
- D** ☐ He started in 2015 and he stands out as an excellent candidate for management.
- E** ☐ I see. What are some of his hard and soft skills?
- F** ☐ It sounds like he is just the person for the job.

Arabian Flights

Aisha Al Mansouri from the United Arab Emirates has achieved something quite extraordinary. She is one of a handful of female pilots around the world. In the US and the UK only 5% of pilots are women and it's not much different in other countries. In Aisha's airline company, she is one of only ten females **1)** hundreds of pilots.

She has been flying since 2007 and was also the first female to fly the company's A380 Airbus, the biggest passenger airliner in the world. Until quite recently, flying **2)** traditionally a man's job, so Aisha is proof that women have now broken through that barrier.

Aisha had an ordinary childhood. She grew up in a small fishing village on the coast of the Persian Gulf, and not near an airport at all. Then, when she was 17, she went to an air show with her sister. Watching the pilots flying **3)** planes fascinated her, and that was it – she knew she wanted to fly one there and then! In 2007, she started a twenty-six-month training course run by an Emirati airline. Gradually she worked her way up the pilot ranks from Cadet to Second Officer to First Officer.

Aisha got her big break in 2014 when she was just 26. She reached the position of Senior First Officer; that's just one rank before the highest rank of Captain, the only one who is allowed to train other pilots. Her promotion meant Aisha was ready to fly the A380 Airbus and she was reminded what a responsible job she was doing. The Airbus weighs 560 tonnes, has two decks **4)** a double-decker bus, includes suites of rooms and can carry 500 passengers. As Aisha herself said, "It's like flying a building!" It was a tremendous boost to her self-confidence, an important quality when you're in charge of a flying machine!

Since then, Aisha has travelled all over the world. There are very few places she hasn't flown to, in fact. Apart from actually flying, she carries out routine but vital safety checks as part of her daily duties. Everything must be

in its place and working properly. Regular

weather updates are also important. Her working hours are quite tough **5)** of the different time zones she flies through. Aisha loves it, though, in spite of the jet lag! As she says, she likes having breakfast in Abu Dhabi and then lunch in London.

Flying is a job that requires great concentration. There are lots of potential dangers – the smallest mistake could prove fatal. On any flight, there are always two pilots in the cockpit, the First Officer and the Captain, so they can give each other assistance if they are having a problem. On longer flights, three or four crew members are present. They take it in turns to lie down for a while so that all the crew have the chance to recharge their batteries.

Female pilots mostly **6)** the respect they deserve, and Aisha has a good working relationship with her colleagues. Occasionally, though, people still show surprise that a woman can do the job just as well as a man. But that doesn't bother Aisha! She's proud of being a role model to girls in her community and doesn't want them to give up. "When a boy tells you he wants to be a pilot, that's normal, but when a girl tells you, I think that's still something special." She believes that with the right training, qualities and attitude, women can make it to the final rank of Captain. This needs 5,500 flying hours, and that's the target Aisha is aiming at next!

Reading

7 ★ Read the text and choose the correct word (A, B, C or D) for each gap (1-6).

- | | | | |
|-------------|---------------|------------|-----------|
| 1 A among | B between | C with | D by |
| 2 A is | B be | C was | D were |
| 3 A some | B them | C their | D his |
| 4 A similar | B same | C as | D like |
| 5 A however | B in spite of | C although | D because |
| 6 A earn | B make | C produce | D pay |

8 ★★ Read the text and correct the sentences

- In the US and UK only 5% of pilots are women, but there are more in other countries.
- Aisha grew up in a small farming village.
- In 2007, she decided she wanted to fly aeroplanes.
- The position of Senior First Officer is higher than Captain.
- The Airbus can carry 560 passengers.
- Aisha has earned the rank of Captain.

9 ★★★ Read the text. For questions 1-3, choose the correct answer.

- What does the writer suggest about Aisha's career choice?
 - It was something she made gradually.
 - It was formed in her childhood.
 - It was influenced by a relative.
 - It happened quite by chance.
- Flying the Airbus gave Aisha a sense of responsibility
 - as it came with a job promotion.
 - because she had the chance to train others.
 - since the plane itself was so huge.
 - as she was being observed by the Captain.
- In the fifth paragraph, what is the author's purpose in describing Aisha's job?
 - to explain what difficulties she faces
 - to describe her daily life
 - to illustrate how travel has changed her
 - to express admiration for her work