

# Work hard, dream big!

# 4

## WORKING FROM HOME The Pros and Cons

**VOCABULARY**  
Jobs | Work |  
Working conditions |  
Job training | Success at work

**GRAMMAR**  
Talking about the future |  
Future Continuous

### Pros

- 1 Working flexibly.** You can take time off whenever you need to take care of personal stuff, see friends and take the dog for a walk!
- 2 Being more productive.** Fewer meetings and workplace chats mean it's easier to concentrate, so you can be more efficient.
- 3 Saving money.** You don't need to pay for train tickets or buy lunch in cafés or restaurants.

### Cons

- 1 Working more.** No separation between work and home means you may end up doing overtime and working too much.
- 2 Feeling bored.** You can feel lonely and fed-up, and miss the company of your colleagues.
- 3 Being less productive.** It's easy to put off work by doing housework or making lunch, so you may work less and fall behind.



## 4.1 Vocabulary Work and jobs

- 1 What do you think are the advantages and disadvantages of working from home?
- 2 Read the text above. Does it mention any of your ideas from Exercise 1?
- 3 **4.1** Study Vocabulary box A. Which of the jobs do you think you can do easily from home?

### VOCABULARY A Jobs

accountant blogger cleaner electrician engineer  
influencer interpreter librarian mechanic  
plumber psychologist translator

#### Compound nouns

app developer computer programmer fashion designer  
film director flight attendant freelance journalist  
lab assistant music critic personal trainer  
shop assistant travel agent

- 4 **I KNOW!** In pairs, add more jobs to Vocabulary box A. Say which are easy to do from home.
- 5 In pairs, take it in turns to describe a job from Vocabulary box A for your partner to guess.  
*I help people understand each other when they don't speak the same language.*

- 6 Read the emails. What work is Jenny doing now? What's her new job?

Hey, Sandra,  
Did you hear about Jenny? She quit her job as a lab assistant. She didn't feel part of the team in that company and she had no chance of getting a promotion there. For now, she's doing some voluntary work as a shop assistant in a charity shop, but she's applied for lots of jobs and sent off over twenty CVs. She has two interviews tomorrow, one for a job as a translator and another as an app developer. I hope she gets one of them.  
Cheers,  
Mark

Sandra,  
Good news! Jenny got the job in the translation agency! She's going to the office tomorrow to sign the contract and to meet her new colleagues. She isn't going to earn a high salary, but she can work from home and she's just happy she's not unemployed anymore.  
See you soon,  
Mark

- 7 **4.2 WORD FRIENDS** Find these phrases in the emails in Exercise 6 and write the missing words. Listen and check.

- 1 *apply* for a job
- 2 be/ \_\_\_\_\_ part of a team
- 3 \_\_\_\_\_ unemployed
- 4 \_\_\_\_\_ voluntary work
- 5 \_\_\_\_\_ a salary/wage
- 6 \_\_\_\_\_ a promotion
- 7 get fired
- 8 give up/ \_\_\_\_\_ a job
- 9 \_\_\_\_\_ an interview
- 10 \_\_\_\_\_ your colleagues
- 11 \_\_\_\_\_ /write a CV
- 12 \_\_\_\_\_ a contract

- 8 Complete the questions with the correct form of verbs from Exercise 7. Then, in pairs, discuss the questions.

- 1 Do you think you need to mention your hobbies when you *write* your CV?
  - 2 How do you think most people feel when they \_\_\_\_\_ an interview? Why?
  - 3 Do you like to \_\_\_\_\_ part of a team or do you prefer to work alone? Why?
  - 4 Have you ever \_\_\_\_\_ any voluntary work? Would you like to? If so, what kind?
  - 5 Can you think of some reasons why people \_\_\_\_\_ fired from their job?
  - 6 Do you think it's more important to \_\_\_\_\_ a good salary or to have a job you enjoy?
  - 7 How do you think most people feel when they \_\_\_\_\_ unemployed? Why?
  - 8 Can you think of some reasons why people might \_\_\_\_\_ up their job and start looking for a new one?
- 9 Read the advert for the job Jenny got. What do you think attracted her to the job?

## Chelsea Communicators

Would you like to be a member of staff in London's best translation and interpreting company? We offer well-paid jobs with permanent contracts, flexible working hours, regular pay rises and five weeks paid holidays a year. If you're ambitious, a hard worker and don't mind and doing some overtime, visit our website and send us your CV.

- 10 **4.3** Study Vocabulary box B. Check you understand the words.

### VOCABULARY B Working conditions

do/work overtime flexible working hours hourly rate  
member of staff paid holiday pay rise  
temporary/permanent contract well-paid/badly-paid

- 11 Choose the correct option.

Hi Ellie,  
I've got a new job working full-time for a translation agency! I'm the newest member of <sup>1</sup>staff / work. It's a(n) <sup>2</sup>overtime / temporary contract for now – just six months, but I'm really happy here. We have flexible <sup>3</sup>permanent / working hours, so I can work from home three days a week. When we have a big job on, we have to do some <sup>4</sup>overtime / rate, but I don't mind. Firstly, because the hourly <sup>5</sup>rate / rise is higher when you work extra hours and secondly, because I love the work. Translating is fun. It's not <sup>6</sup>badly-paid / well-paid either. The money's a lot better than it was in my old job. And my boss says I'll get a <sup>7</sup>pay / voluntary rise soon. There are quite generous paid <sup>8</sup>holidays / wages, too.  
So let's start planning our trip in August!  
Love,  
Jenny

- 12 Which of the things below do you think are the most important things in a job? Discuss in pairs.

chances of promotion flexible working hours  
friendly boss/colleagues generous holidays  
high salary interesting work  
possibility to work from home

### VIDEO



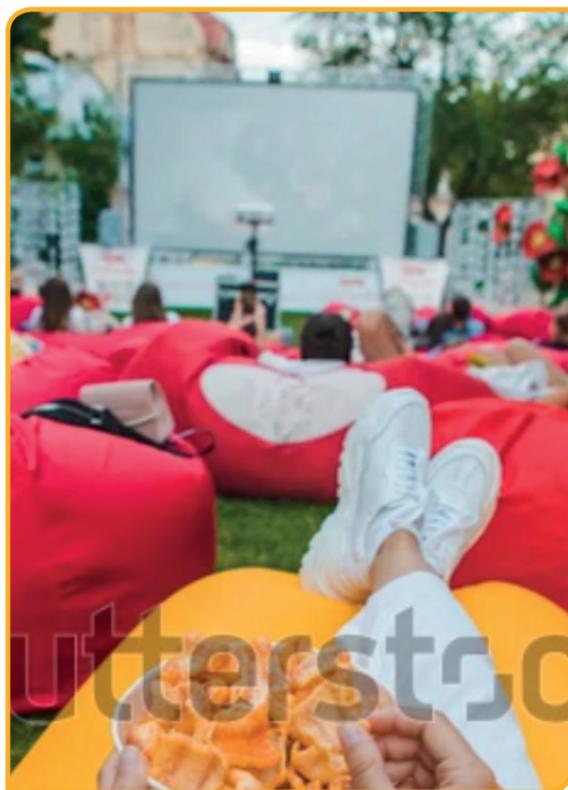
### WIDER WORLD

- 13 **15** Watch five people talking about the jobs below. Which jobs do they think should be better-paid?

bin collector office worker soldier  
street sweeper

- 14 Which jobs would you like/not like to do? Which jobs should be better paid? Why? Discuss in pairs.  
*I wouldn't like to be a mechanic. I hate cars.  
I think all jobs should be well-paid.*

- 1 What are the advantages and disadvantages of an open-air cinema? Do you think it would be fun to work in one?



- 2 4.4 Read the email. What is Paolo's plan for the summer?

Hi, Matt!

What are you going to do in the summer? I'm going to Italy. My uncle is starting a new business this summer. It's an open-air cinema and I'm going to work there (I'll send you a photo of the cinema later). My uncle lives next to the sea and I'm not going to work in the morning, so I'll be able to go swimming every day before lunch. I'll probably spend my mornings on the beach with my cousins and then I'll work with my uncle in the evenings. It's going to be great.

My flight leaves the day after we finish school and I fly back to the UK on 30 August. You'll have to come and visit me before then. I'm going to miss hanging out with my friends, but I'm sure I won't miss the British weather!

Bye for now,  
Paolo

- 3 Study the Grammar box. Find more examples of the future forms in the email.

### GRAMMAR Talking about the future

#### will

*I'll send you a photo.* (spontaneous decision)

*I won't miss the British weather.* (prediction)

#### be going to

*I'm going to work there.* (plan)

*It's going to be great.* (prediction based on facts)

#### Present Continuous

*My uncle is starting a new business this summer.* (arrangement)

#### Present Simple

*My flight leaves the day after we finish school.* (schedule)

Look at the future forms of *can* and *must*.

*I can go swimming.* → *I'll be able to go swimming.*

*You must come and visit me.* → *You'll have to come and visit me.*

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- 4 Complete the second sentence so that it means the same as the first one. Use no more than three words.

- They've arranged to visit their friend at the weekend.  
They *are visiting* their friend at the weekend.
- They're expecting to be well-paid.  
They think \_\_\_\_\_ well-paid.
- The boat is scheduled to leave at 4 p.m.  
The boat \_\_\_\_\_ at 4 p.m.
- I'm planning to quit my job.  
I \_\_\_\_\_ quit my job.

- 5 4.5 Choose the correct option. Listen and check.

- Scott: Are you OK? You look worried!  
Fran: I am! My interview at the bakery <sup>1</sup>*will be / is* in half an hour!  
Scott: Are you looking for a job?  
Fran: Yes. I <sup>2</sup>*'m going / 'll go* on holiday next month; it's all booked. My flight <sup>3</sup>*leaves / will leave* on the first. So I need to earn some money!  
Scott: Oh, right. Where <sup>4</sup>*do you go / are you going?*  
Fran: Ireland. My aunt has invited us, so we <sup>5</sup>*'re staying / 'll stay* at her house in Dublin.  
Scott: Cool. <sup>6</sup>*Will you be able to / Are you able to* travel around Ireland a bit?  
Fran: Definitely. Cork, Galway, Donegal ...

- 6 In pairs, take it in turns to ask and answer questions about your partner's plans for this evening/next weekend/the summer holidays.

YOUR WORLD

- 1 Look at the title of the article. What are the advantages of virtual reality training? Read the introduction to the article and check.

- 2 4.6 Read the article and answer the questions.

#### Fearne

- What kind of surgeon does Fearne want to be?
- Who gave her help during a virtual operation?
- What does she say gives better results: VR training or traditional training?

#### Sean

- According to Sean, what improves trainees' results?
- What has he been learning to avoid recently?
- What will the VR training allow him to do?

#### Dylan

- Why is Dylan not happy at his job?
- Where is he doing the VR training?
- What advantage of VR training does he mention?

- 3 4.7 Study the highlighted job training phrases in the article. Complete the text with the correct form of the verbs. Listen and check.

I'm <sup>1</sup>*doing* a training course in Travel and Tourism at college. It's a great course. They <sup>2</sup> \_\_\_\_\_ virtual training to <sup>3</sup> \_\_\_\_\_ students practical experience. I <sup>4</sup> \_\_\_\_\_ part in a VR workshop for the first time yesterday. It was great to <sup>5</sup> \_\_\_\_\_ an opportunity to use my skills in different situations. During the workshop, we <sup>6</sup> \_\_\_\_\_ feedback from the teacher. It's just what I need because I'm <sup>7</sup> \_\_\_\_\_ to be a specialist in hotel management and with VR, I can <sup>8</sup> \_\_\_\_\_ relevant work experience without leaving the college.

- 4 In pairs, discuss the questions.

- Would you like to do a VR training course? Why?/Why not?
- What jobs do you think you will be able to train for with VR in the future?

YOUR WORLD

## Training for work with virtual reality

Today more and more people are **improving their professional skills** thanks to virtual reality (VR). The companies that provide virtual training say it's faster, safer and cheaper than traditional training. It gives trainees **practical experience**. They can work in teams or independently. And they can learn without worrying about making expensive mistakes. We spoke to three virtual reality trainees.



### A Fearne, 25, trainee surgeon

'Virtual reality is a valuable tool for the medical profession. I'm a qualified doctor, but I'm training to be a specialist in sporting injuries. Yesterday I took part in a training workshop. I operated on a knee without using a real body. It felt just like the real thing. While we were working on our virtual patients, we were **getting feedback** from the professor. On the screen, you can see what you've done, what to do next and how well you're doing. It seems that VR training produces better surgeons. In one study, VR trainees' scores were 230 percent higher than those of traditionally trained students.'

### B Sean, 20, construction worker

'Virtual training's a great way to **gain work experience**. It's like playing video games, which is cool because I think you learn better when you're enjoying yourself. It's so real. You totally feel as if you're six floors up on a building site. This week we've been learning how to avoid dangerous situations like falling off a high building. That's really important because there are a lot of workplace accidents in the construction industry. I've **done a few training courses**, but this is the best I've ever done. I'm sure this qualification will help me get a good job.'

### C Dylan, 21, computer programmer

'My job's OK. I recently got a promotion. But it's not what I want to do. I want to be a pilot. The problem is flying lessons are expensive. So, when I heard there was a vacancy on a VR training course for pilots at my local college, I applied and I was lucky enough to be accepted. I'm so happy to have **got an opportunity** to fly. It's not exactly like the real thing, but it's pretty good. And, of course, it's totally safe. The other day I crashed when I was landing at the airport, and nobody got hurt.'

1 Look at the picture in the blog post. Which jobs do you think robots will take over in the next few years?

*I think we'll have robot cleaners in a few years' time.*



### In Ten Years' Time

I recently saw a documentary about the future. It predicted that in ten years' time, robots and computers will be doing almost all of today's jobs. That got me thinking about my life. So here are a few of my predictions.

- This time next year I'll be speaking with a Scottish accent. (I'm going to study in Edinburgh, the Scottish capital!)
- In five years' time, I'll be celebrating the end of my university studies.
- In ten years I'll be earning a fortune. I'll be working as an app developer.
- I won't be living in Bedford. I'll be living somewhere exciting like London or Paris.
- I won't be doing any housework. My personal robot will be doing it all for me.

What about you? What will you be doing in five years? Where will you be living? Will you be working in ten years' time or will you be watching robots do your job? Send in your comments now!

2 4.8 Read the blog post and mark the sentences T (true) or F (false).

- Terry's living in Scotland now.
- He's got big plans.
- He's worried he'll be unemployed because of robots.

3 Study the Grammar box. Find more examples of the Future Continuous in the blog post.

#### GRAMMAR Future Continuous

I'll be speaking with a Scottish accent.  
I won't be living in Bedford.  
What will you be doing?  
Will you be working? Yes, I will./No, I won't.

#### Time expressions

this time next month/year, this/next weekend/week, in five years/in five years' time, at 9 p.m. tonight, in the future

GRAMMAR TIME > PAGE 000

4 4.9 Complete the dialogue with the Future Continuous form of the verbs in brackets. Listen and check.

Terry: I'll be in France next week.  
Sally: What <sup>1</sup> will you be doing (you/do) in France?  
Terry: I <sup>2</sup> \_\_\_\_\_ (work).  
Deepak: Where <sup>3</sup> \_\_\_\_\_ (you/work)?  
Terry: In a hotel at a ski resort. This time next week, I <sup>4</sup> \_\_\_\_\_ (ski) down a mountain!  
Deepak: You won't have time to ski. You <sup>5</sup> \_\_\_\_\_ (work) all the time.  
Terry: No, I won't. Just wait and see. In a few years I <sup>6</sup> \_\_\_\_\_ (ski) in the Olympics.

5 Make questions in the Future Continuous. Then, in pairs, ask and answer the questions.

- what subjects / you / study / next year / ?  
*What subjects will you be studying next year?*
- you / work / abroad / in the future / ?
- you / do / work experience / next summer / ?
- your friends / go / to university / after school / ?
- you / celebrate / your birthday / soon / ?
- you / meet / your friends / tomorrow / ?

#### VIDEO



6 16 Watch six people talking about the future. What will they be doing at the times below?

11 p.m. tonight in five years next summer  
this weekend

7 In pairs, say what you will be doing at the times in Exercise 6.

*In five years, I'll be living and working in ...*

#### WIDER WORLD

1 Have you ever won a prize? What was it? What was it for?

2 4.10 Study the Vocabulary box. Then match the words with the definitions below.

#### VOCABULARY Success at work

award candidate career diploma employer speech

- a prize that you get for doing something well:  
award
- a job that you have trained for and have done for a long time: \_\_\_\_\_
- a formal talk to a group of people: \_\_\_\_\_
- a document that shows you have completed a course: \_\_\_\_\_
- someone who wants to be chosen for a job or a prize: \_\_\_\_\_
- a person or company that pays you to work: \_\_\_\_\_

3 Cover Exercise 2. In pairs, describe a word from the Vocabulary box for your partner to guess.

A: *It's something you win when you do something well.*

B: *An award?*

4 4.11 Listen to the first part of a recording. Answer the questions.

- What type of event is taking place?
- What's going to happen later in the evening?

5 Look at the photos of Claire and Stuart below. What do you think their jobs are?



6 4.12 Listen to the second part of the recording and check your ideas.

7 4.12 Listen again and choose the correct answer.

- When she was on TV, Claire appeared  
a embarrassed. b calm. c nervous.
- Claire got her diploma when she was  
a sixteen. b seventeen. c eighteen.
- Where was Stuart when he designed his app?  
a in the mountains b at a friend's  
c at home
- Stuart's dad  
a owns a sports shop.  
b works in a sports shop.  
c has a job in a bank.
- What does Claire consider her mum to be?  
a a friend b a colleague c an employee
- How long will Stuart be working with a famous app developer in New York?  
a a week b a month c a weekend

8 In pairs, compare and contrast Claire and Stuart's stories.

*Stuart is only fifteen and he's an app developer. Claire is older and she's a personal trainer.*

#### YOUR WORLD

9 In pairs, think of a simple idea for a new business. Explain your idea to the class. Use these questions to help you.

- What is the business?
- Why is the business a good idea?
- How many people are in the business?
- What's the future for your business?

## VIDEO BEA'S NEWS BULLETIN

Bea has a work experience job at a radio station. The boss, Jo, is showing her around.

Jo: You'll be sitting here. This is your computer. Watch out: it crashes a lot, so remember to back up your files regularly. Oh, sorry. Yes? OK, bye. Bea, we've got a problem. Our newsreader's going to be late. She won't be able to read the next news bulletin. It's in half an hour. I know it's your first day with us, but can you do it?

Bea: Eh ... I suppose so.

Later ...

Jo: Now pay attention. This is important. See that green light? After a few minutes, it'll turn red. If you're not careful, you'll miss it, so make sure you keep an eye on it.

Bea: And then what do I do?

Jo: Read the news. You mustn't speak too fast. Be sure to speak clearly. And whatever you do, don't shout! Just speak normally. OK? Good luck!

Bea: This is the news. The town council has ...

Later ...

Bea: Oh, I'm really sorry about the bottle! I suppose I'm not allowed to come again.

Jo: Of course you are. You did a great job and we can try it again tomorrow. Just watch out for your bottle!



SOUNDS GOOD!

Keep an eye on it. • Good luck!  
• You did a great job.

## SET FOR LIFE

5 What do you think are the three greatest benefits of work experience for young people? Use these ideas to help you.

- You find out what it's like to work with other people.
- It can help you when you apply to go to university.
- It helps you identify what you like and what you're good at.

6 4.14 Complete the texts with one word in each gap. Use the Speaking box to help you. Listen and check.

- Remember to wash your hands. Make \_\_\_\_\_ your knives are sharp. And \_\_\_\_\_ careful you don't burn yourself. It's hot.
- Watch \_\_\_\_\_! That camera is worth a fortune! Now pay \_\_\_\_\_. You're not \_\_\_\_\_ to speak while we're filming.

7 What kind of work experience is taking place in each situation in Exercise 6?

9 In pairs, write a dialogue for one of the work experience jobs in Exercise 6. Use the Speaking box to help you.

YOUR WORLD

1 Do you think summer jobs are a good idea? Why?/Why not?

2 Go to page 000 and read the job ads. Then read Rohan's application letter. Which job is he applying for? Do you think he is a good candidate? Why?/Why not?

4 Study the Language box. Find formal equivalents of the informal phrases below in Rohan's letter.

## LANGUAGE Formal style

Use formal language to start and finish.

Dear Sir/Madam → Yours faithfully,  
Dear Mrs Collins → Yours sincerely,

Use formal phrases.

Regarding the post of ...

I look forward to hearing from you.

Don't use contractions.

I am very keen to ...

Use formal connectors to explain and add ideas, e.g. therefore, as well as, in addition.

- Hi there, Dear Sir/Madam,
- I have worked with customers
- See you soon,
- Interview me now.
- I hope you answer me.
- I saw your job ad
- about the job
- I really want the job

## WRITING TIME

5 Write an application letter for one of the jobs advertised on page 000.

## 1 Find ideas

Make notes for your letter. Think about:

- your reasons for wanting the job.
- what you are doing now.
- your experience and personal qualities.

## 2 Plan

Organise your ideas into paragraphs. Use Rohan's letter to help you.

## 3 Write and share

- Write a draft of your letter. Use the Language box and the Writing box to help you.
- Share your letter with another student for feedback.
- Write the final version of your letter.

## 4 Check

- Check language: have you used a formal style?
- Check grammar: have you used future tenses correctly?

Dear Sir/Madam,

I am writing in response to your advertisement. I am interested in applying for the job of summer receptionist at the Arts Centre. I am currently in my final year at high school, and I will be studying Art at college from September. Therefore, I am very keen to gain work experience.

Regarding the post of receptionist, I have some experience in dealing with customers at a local shop, where I worked on Saturday mornings. In addition, I think I would be suitable for the position because I am a good speaker and very sociable. I am a frequent visitor to the Arts Centre, and I am working on a school project about your recent Kandinsky exhibition. I will be able to work at weekends this summer.

Thank you for taking the time to read my application. I hope you will consider me for the post. I am available for an interview at any time.

I look forward to hearing from you.

Yours faithfully,  
Rohan Patel



3 Study the Writing box. Find similar phrases in Rohan's letter.

## WRITING A job application letter

## Reason for writing

- I am writing to apply for the position of ...
- I would love to gain experience in this sector.

## Describe your experience and personal qualities

- I am currently studying Science at school.
- I have worked in a library.
- I have a working knowledge of these applications: ...
- I am a very good team player.

## Thank the reader

- Thank you in advance for considering my application.

## End your letter

- Please feel free to contact me if you need any further information.
- Yours sincerely,

## WORDLIST 4.15

### Jobs

accountant (n)  
blogger (n)  
cleaner (n)  
electrician (n)  
engineer (n)  
influencer (n)  
interpreter (n)  
librarian (n)  
mechanic (n)  
plumber (n)  
psychologist (n)  
translator (n)

### Jobs: compound nouns

app designer (n)  
computer programmer (n)  
fashion designer (n)  
film director (n)  
flight attendant (n)  
freelance journalist (n)  
lab assistant (n)  
music critic (n)  
personal trainer (n)  
shop assistant (n)  
travel agent (n)

### Word friends

(work)

apply for a job  
be part of a team  
be unemployed  
do voluntary work  
earn a salary  
earn a wage  
feel part of a team  
get a promotion  
get fired  
give up a job  
have an interview

meet your colleagues

quit a job  
send off a CV  
sign a contract  
write a CV

### Working conditions

badly-paid (adj)  
do overtime  
flexible working hours (n)  
hourly rate (n)  
member of staff (n)  
paid holidays (n)  
pay rise (n)  
permanent contract (n)

temporary contract (n)  
well-paid (adj)  
work overtime

### Job training

do training courses  
gain work experience  
get an opportunity to  
get feedback from  
give practical experience  
improve professional skills  
provide virtual training  
take part in a training  
workshop  
train to be a specialist

### Success at work

award (n)  
candidate (n)  
career (n)  
diploma (n)  
employer (n)  
speech (n)

### Extra words

agency (n)  
application (n)  
charity shop (n)  
complete a course

concentrate (v)  
construction worker (n)  
deal with customers  
do housework  
earn a fortune  
efficient (adj)  
fall behind (v)  
make a career of something  
management (n)  
newsreader (n)  
part-time position  
personal qualities (n)  
profession (n)  
put money into something  
qualification (n)  
qualified (adj)  
receptionist (n)  
surgeon (n)  
take time off  
train for a job  
trainee (n)  
vacancy (n)  
work as a team  
work from home  
work independently  
workplace accident (n)

### 1 Choose the odd one out.

- mechanic employer librarian plumber
- contract CV diploma career
- wage hourly rate voluntary work salary
- award candidate CV interview

### 2 The jobs below have got mixed up! Rearrange them.

app agent computer director film designer  
flight trainer personal attendant travel programmer

app designer



### 3 Use the wordlist to find these things.

- three phrases for leaving a job *get fired, ...*
- two jobs related to a foreign language
- three jobs in which people fix things
- two phrases about the money you get for work

### 4 Find words in the wordlist to match the definitions.

- a talk you give to an audience: *speech*
- a person who has applied for a job:  
\_\_\_\_\_
- without a job: \_\_\_\_\_
- working more than your normal work hours: \_\_\_\_\_
- information that helps you improve: \_\_\_\_\_
- a person who tries to change how you think: \_\_\_\_\_

### 5 4.16 PRONUNCIATION Listen to words 1–4. Then write the words below in the correct group according to their stress pattern.

interview mechanic professional unemployed

- ooO: engineer, \_\_\_\_\_
- oOo: accountant, \_\_\_\_\_
- Ooo: candidate, \_\_\_\_\_
- oOoo: experience, \_\_\_\_\_

### 6 4.17 PRONUNCIATION Listen and check. Then listen again and repeat.

## Vocabulary

### 1 Read what each person says and write their job.

- 'The book you're looking for is on the history shelf.' *librarian*
- 'Water is coming out of the shower head because it's broken.' \_\_\_\_\_
- 'Croatia is beautiful, with lots of accommodation choices.' \_\_\_\_\_
- 'Please stay in your seats while the "Seatbelt fastened" lights are on.' \_\_\_\_\_
- 'These numbers show what profits your firm made last year.' \_\_\_\_\_
- 'Fans won't be disappointed with the new album.' \_\_\_\_\_

### 2 Choose the correct option.

- I've got an *experience / opportunity* to work for a famous magazine.
- They both *earn / gain* a good salary.
- I might get a *pay rise / rate* next year.
- I got a job by sending *up / off* my CV to different companies.
- When there is a lot of work, you might have to *do / make* overtime.
- You can improve by taking *place / part* in training.
- Jo has decided to give *out / up* her job.

### 3 Complete the text with the words below.

apply **career** experience have send  
sign work write



Let's say your life plan is to have a <sup>1</sup>*career* designing clothes. So <sup>2</sup> \_\_\_\_\_ for some jobs, but don't be disappointed if you have no success at first. Think about doing voluntary <sup>3</sup> \_\_\_\_\_ because it looks great on your CV. When you <sup>4</sup> \_\_\_\_\_ your CV, put any practical <sup>5</sup> \_\_\_\_\_ on it, even if it's not about clothes. Then <sup>6</sup> \_\_\_\_\_ it off to different employers. Sooner or later, you'll <sup>7</sup> \_\_\_\_\_ an interview and maybe a job offer! But make sure it has everything you want before you <sup>8</sup> \_\_\_\_\_ a contract.

## Grammar

### 4 Complete the sentences with the correct future form of the verbs in brackets. Use *will, be going to, the Present Continuous or the Present Simple*.

- A: Have you got any idea about Greg's future career yet?  
B: I have a feeling it *will be* (be) in music.
- A: On no! My pen's stopped working.  
B: It's OK. I \_\_\_\_\_ (lend) you mine.
- A: A TV crew has just arrived outside the office.  
B: That's right. They \_\_\_\_\_ (record) some interviews.
- A: Do you want to hang out this morning?  
B: Sorry, I \_\_\_\_\_ (see) the dentist at ten.
- A: There are too many people on Earth!  
B: Don't worry, we \_\_\_\_\_ (be able to) live on Mars soon.
- Our bus \_\_\_\_\_ (leave) at 2 p.m. tomorrow.
- Your cat is having trouble climbing down the tree. She \_\_\_\_\_ (fall)!

### 5 Complete the sentences with the Future Continuous form of the verbs in brackets.

- Visit us in July. I *won't be working* (not work) then.
- Call me before 8 p.m. tomorrow. After that, we \_\_\_\_\_ (watch) a film.
- \_\_\_\_\_ (you/wait) for me at the station?
- I \_\_\_\_\_ (not go out) after lunch.
- This time tomorrow, we \_\_\_\_\_ (fly) to New York.
- The doctor \_\_\_\_\_ (not see) patients between 10 and 12 a.m. tomorrow.

## Speaking

### 6 In pairs, follow the instructions.

- Choose one activity each that you would like to do.
  - explore underground caves
  - cook outside on a fire
  - visit an amusement park
  - attend an open-air music festival
- Think about how your partner can do their activity safely. Think of one warning, one recommendation and one prohibition.
 

A: *I'm going to explore underground caves.*  
B: *Nice, but look out for low rocks! If you're not careful, you can hit your head.*

## Dictation

### 7 4.18 Listen. Then listen again and write down what you hear during each pause.