

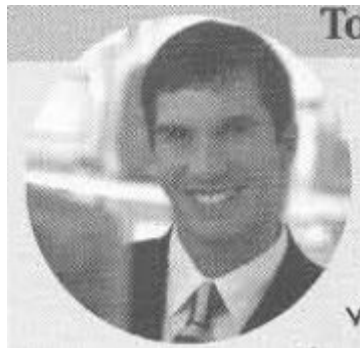
Job

Before you start

- 1** Which of these statements do you agree with?
 - 1 Work is the most important thing in life.
 - 2 Work is just a way to get money so you can do the things you enjoy.

- I agree with

- 2** Read what three people say about their jobs. Complete the chart with notes on the good and bad things about Anna's, Tony's, and Erika's jobs.



	good things	bad things
Anna		
Tony		
Erika		

Vocabulary

- Working hours – график работы (from ... till)
- Lunch break – перерыв на обед
- Routine - рутина
- Colleagues - коллеги
- Work flexible hours – гибкий график
- Work overtime – работать сверхурочно
- Salary – зарплата (pay)
- Social life – личная жизнь

Anna, 18



'I work in a factory. My **working hours** are 8.00 a.m. to 5.00 p.m., Monday to Friday. I have a one-hour **lunch break** at 12.30. The **routine** is the same every day. My job is very boring but the pay is quite good. My **colleagues** and I don't really talk to each other, but I have a lot of friends outside work. My job is just a way to earn money.'

Tony, 23



'I'm a computer programmer. I work a 40-hour week. We have **flexible hours** so I can start and finish when I want. If we are very busy then I work **overtime** - I get paid extra for this. There are always problems to solve. This can be difficult, but it can also be quite creative. I earn a good **salary**, but my job doesn't rule my life. I like to do different things in my free time.'

Erika, 25



'I'm a doctor in a large hospital. I work very long hours - 60 or 70 hours a week - often in the evenings and at weekends. The work is really interesting but it can also be quite stressful. I love my job and my colleagues are also my friends. I don't have time for a **social life**. When I get home, I'm too tired to do anything except have dinner and watch TV.'

3 Match the **highlighted** words in the quotes with the definitions (1–8).

- 1 the people you work with _____
- 2 the number of hours in the week you spend doing your job _____
- 3 the money you receive every month for the work you have done _____
- 4 the things you do, usually with other people, outside work _____
- 5 the time you have for eating in the middle of the working day _____
- 6 the time you spend at work after your normal working hours _____
- 7 a system where you can choose when to start and finish work _____
- 8 the usual order and way that you regularly do things _____

My job is ...

4 Complete the sentences (1–6) with an adjective from the box.

boring ■ busy ■ difficult ■ creative
■ interesting ■ stressful

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boring ■ busy ■ difficult ■ creative
■ interesting ■ stressful

- 1 If we have too much work and not enough time, it can be quite _____.
- 2 In my job, I use my imagination and ideas a lot, so the work is _____.
- 3 I do the same thing every day – my job is _____.
- 4 There is so much to do at work that I'm always _____.
- 5 Sometimes my job is _____, but I would get bored if it was too easy.
- 6 My job is very _____ because I'm always learning new things.

- Составить рассказ про свою работу.

CV

Before you start

- 1** List three things you need to include in a CV.

Reading

2 Read the sections of a CV (a–h) and match them with the headings (1–8).

1 Personal statement

2 Personal details

3 Work **experience**

4 Languages

5 Interests

6 Other information

7 Referees

8 Education and

qualifications

Vocabulary

- Experience
- Qualifications
- Enthusiastic
- Graduate
- Trainee

a Czech (mother tongue), English (fluent),
Spanish (good)

b Theo Johnson, Head of Postgraduate Studies, London
Business School
Sarah Lewis, Marketing Director, International
Enterprises

c 1998–99 London Business School – Postgraduate
Diploma in International Marketing
1994–98 University of Economics, Prague –
graduated in Business Studies

d I am a hard-working and **enthusiastic** sales and
marketing **graduate**, who is looking for a challenging
position with an international company.

e Travel, swimming, running, reading, cinema,
classical music

f Name	Frantisek Svoboda
Address	220 Belsize Gardens, London SW2 2RT
Telephone	070 2268 2331
E-mail	fransvob@yahoo.com
Nationality	Czech
Date of birth	17th April 1976

g I spent a year travelling in the United States and Latin America between my postgraduate studies and my current job. I also worked for two summers at a summer camp for children in the US. I ran the London Marathon in 2000 and 2001.

h 2000 – date Marketing executive, JB Market Consulting, London
1999 – 2000 Marketing **trainee**, International Enterprises, London

Vocabulary

3 Complete (1–5) with the **highlighted** words.

- 1 Courses or exams lead to _____.
- 2 _____ is what you have done in your life or work.
- 3 A _____ is a person who has passed a university course.
- 4 A _____ is a person learning a job.
- 5 _____ is interested and excited.

Экзамен

- 1. Кого не было – упражнения в письменном виде + рассказ о работе + слова сдавать устно. Кто был и сдал рассказ, не надо.
- 2. Резюме по образцу.
- 3. Текст по специальности, сделать задания.
- ----- удовлетворительно
- На 4 + слова учить из текста, ответы на вопросы
- На 5 + пересказ текста, ответы на мои вопросы.