

A

Darren Throop works for Entertainment One, a media company in Toronto, Canada. Complete the article below about his working day using the verbs from the box.

checks does drives finishes ~~gets~~ has likes makes spends travels

Darren Throop~~gets~~.....¹ up at 6 a.m. and² some exercise in the gym in his house. At about 6.30, he³ breakfast for his two daughters. Then he⁴ his e-mails in his home office. He⁵ to work. At lunch time, he⁶ a salad

at his desk. At work, he⁷ a lot of time in meetings and on conference calls. He⁸ his office day at about 5 p.m. He⁹ on business a lot, so he¹⁰ to spend all his free time with his family.

B

Read these pairs of sentences. Cross out the incorrect word in sentence b) of each pair.

- 1 a) He reads the papers every day.
b) He *always / sometimes* reads the papers.
- 2 a) We eat in the company cafeteria four times a week.
b) We *usually / sometimes* eat in the company cafeteria.
- 3 a) I work late once a month.
b) I *usually / sometimes* work late.
- 4 a) The managers don't go to business dinners at the weekend.
b) The managers *never / sometimes* go to business dinners at the weekend.
- 5 a) The Company Director travels on business twice a week.
b) The Company Director *always / often* travels on business.

E

Work in pairs. Ask and answer these questions. Add your own questions.

How often do you ...

- | | |
|-------------------------------------|-----------------------------|
| 1 play sports? | 5 entertain at home? |
| 2 use a mobile phone? | 6 go on business trips? |
| 3 drive to work/college/university? | 7 go abroad on holiday? |
| 4 go to a gym / fitness centre? | 8 buy a newspaper/magazine? |

Problems

STARTING UP

'A problem is a chance for you to do your best.'
Duke Ellington (1899–1974), US composer and musician

- 1 always being busy
- 2 difficult customers
- 3 changes to orders
- 4 computer crashes
- 5 rude people
- 6 missing documents
- 7 delivery delays
- 8 machinery not working

A What sort of problems might these people have at work?

- | | |
|---------------------|---------------------------|
| a) an office worker | c) a shop/sales assistant |
| b) a factory worker | d) a call-centre worker |

Look at the problems on the left. Which do you think go with which person?

A

Complete the sentences below using adjectives from the box.

broken clean confusing fast ~~flexible~~ noisy

- 1 Our employees enjoy having *flexible* hours.
- 2 The new sales assistant got a promotion.
- 3 We want a and well-furnished apartment.
- 4 Their old printer is, so they want a new one.
- 5 The instructions are not clear. They are very
- 6 When the machinery in the factory starts, it is very

internal use only

C Look at these sentences.

The bed is **too** hard. It **isn't** soft **enough**.

The seats **aren't** wide **enough**. They're **too** narrow.

Write sentences using *too* or *enough* and adjectives from Exercise B relating to the underlined words.

1 The report doesn't give much information. (*too/enough*)

It's too short. / It isn't long enough.

2 I can't carry these suitcases. (*too*)

3 I can't meet you at six o'clock in the morning. (*too*)

4 I don't want this car. Its top speed is only 100 kilometres per hour. (*too/enough*)

5 Don't take any visitors to those areas late at night. (*too/enough*)

6 That camera doesn't fit in my pocket. (*too/enough*)

7 The hotel room is \$1,000 dollars a night. (*too/enough*)

8 I can't sleep because of the music from the party. (*too/enough*)

A WORK PROBLEM

Before you read

- 1 How important are these things in a new job? Number them 1–5 (1 = very important, 5 = not important).**

high salary


friendly colleagues

good job title

interesting projects

helpful manager

2 Use a dictionary to match the words (1–5) to their meanings (a–e).

- | | | | |
|---|----------------|----|---|
| 1 | disappointment | a) | doing something in a hurry |
| 2 | colleagues | b) | allow somebody to join or be part of something |
| 3 | hasty | c) | giving someone a more important job in a company |
| 4 | promotion | d) | feeling sad, because something is not as good as expected |
| 5 | accept | e) | people who work for the same organisation |
- 

Should I stay or should I go?

by Lucy Kellaway

The problem

“My new job is a great disappointment. My department is badly run, top management don’t seem to care, and my new colleagues are not very friendly. Now I hear that my old boss wants me back. I want to see if he is serious, but that might seem
0 like I am desperate to return to my old job. Besides, I don’t want to be too hasty. I have worked in my new job for six months. After all, it takes time to be accepted into a
5 successful team.”

Senior manager, male, mid-50s

The solution

Going back to an old employer is never a bad idea. You know
20 exactly what it is like to work for your old boss. You know that working there is comfortable, and sometimes comfort is a good thing.

25 You say your old boss is anxious to rehire you, but don’t approach him yet. Wait and let him come to you. Try to negotiate a return with a lot more money and a
30 promotion.

But remember you’ve only been away for six months. I’m

not sure that this is long enough to make a decision about the
35 new place.

Some organisations don’t like outsiders; it takes a while before they accept them, and until then, they are pretty unfriendly.

40 Spend time working hard at your new job and be friendly. Then, if you decide to go back to your old job, you know that you tried.

1 What three things does the writer not like about his new job?

2 Decide whether these sentences are true (T) or false (F).

- a) The person with the problem is a young woman. *F*
- b) The writer is happy in his new job.
- c) The writer's old boss wants him to return to his old job.
- d) Lucy says that it is a good idea to make a decision immediately.
- e) Trying to get a better salary for your old job is a good idea.
- f) Six months is too soon to make a decision about the new job.
- g) Lucy suggests it is a good idea to work hard and be friendly in the new job.

3 Complete the sentences below using the words in the box.

department ~~negotiate~~ promotion team


- a) These products are expensive. Can we *negotiate* a better price?
- b) Would they like to work on a new project, as part of an international?
- c) Does she work in the Sales and Marketing?
- e) Do you want to stay in your present job, or do you want a?

Over to you

- 1 Do you agree with Lucy's advice? **Why?** / **Why not?**

- 2 Choose the options in italics to make sentences that you agree with.
 - a) I think it's a good idea for him to *stay in / leave* his new job.
 - b) It *is / isn't* a good idea to return to his old job.
 - c) Six months *is / isn't* enough time to decide that a job is good or bad.


C

 CD1.11 –1.13 Listen to three people talking about their jobs and complete this chart.

	Pierre	Gustavo	Silvia
1 What is his/her job?		a lawyer	
2 Where is he/she from?	Switzerland		
3 Where is his/her office?	Singapore		Rome
4 What does his/her partner do?		a journalist	a househusband



A

 **CD1.14–1.16 Listen to three conversations. Decide whether these statements are true (T) or false (F). Correct the false ones.**

- CD 1 1 Jim Davis works in the advertising department.
1.14 2 Paula will be an intern in the company for three weeks.
- CD 3 3 Lucy Collins works in finance.
1.15 4 Jonathan Ross is Jenny Bradshaw's assistant.
- CD 5 5 Jeff and Susan work for different companies.
1.16 6 Jeff's boss is Richard Mason.

