

7 At work: colleagues and routines

7.1

6 marks

Decide which paraphrase best describes the meaning of the underlined expression.

- 1 I'm pretty low down in the pecking order in the company.
 - a) system of choosing people to do particular jobs in rotation
 - b) hierarchy or order of importance
- 2 I'd prefer not to talk shop at the moment.
 - a) talk about work matters outside of working hours
 - b) talk about problems on the shop floor
- 3 Charles is my opposite number in the Singapore office.
 - a) Charles does the same job as me in the Singapore office
 - b) Charles does a completely different job to mine in the Singapore office
- 4 I don't want to get stuck in a rut.
 - a) be in a situation where I can't see a solution to a problem
 - b) be trapped in a job I cannot escape from
- 5 I don't like having to meet deadlines.
 - a) get things finished by a fixed time
 - b) meet dull, boring people
- 6 I usually knock off around five on Fridays.
 - a) I usually do about five jobs on a typical Friday
 - b) I usually finish work about five o'clock on a typical Friday

7.2

12 marks

Find these words by putting the letters in the correct order. You are given clues.

taskrowma	people you work with
onsmoontuo	boring and always the same
enin-to-vefi	regular office hours
lowdroka	amount of work
lanfreece	not directly employed by a company
lefs-pledemoy	you are your own boss

7.3

10 marks

What do you call ...?

- 1 ... a job where two people have a 50% contract each to do the same job?
- 2 ... the system where employees may start and finish work at times which suit them?
- 3 ... a worker who works days one week, then nights the following week, etc.?
- 4 ... a job with no prospects of promotion?
- 5 ... work which involves a lot of forms, letters, reports, invoices, etc., beginning with p..... ?

7.4

12 marks

Complete the words in these sentences. You are given the first letter.

- 1 I don't mind working different hours each week, but I hate the night s.....
- 2 The job is so r....., just the same thing day after day, week after week.
- 3 Doctors work very i..... hours. They never know what their schedule will be.
- 4 A career in the hotel industry traditionally involves very a..... hours such as evenings and weekends.
- 5 I don't want to spend thirty years stuck b..... a desk. I want a challenging job.
- 6 I gave up my teaching job. The stress l..... were too high.

Your score

/40

8 At work: career and promotion

8.1 Complete these sentences with a word from the box.

10 marks

career	entitlement	experience	glass	overworked
passed	paternity	shortlisted	snowed	turned

- 1 In some countries new fathers are allowed leave.
- 2 Women sometimes complain of a ceiling which stops them getting promotion.
- 3 I can't come out tonight – I'm under with work.
- 4 Dom has been for the job – he's got an interview next week.
- 5 The salary for Nell's job is excellent but the holiday is not very good.
- 6 Bella is always complaining of being and underpaid.
- 7 If you are looking for a rewarding in journalism, send us your CV.
- 8 We are looking for people who already have some sales
- 9 Kay was disappointed when she was down for the job she'd applied for.
- 10 Vita was over for promotion again this year.

8.2 Correct the eight spelling mistakes in this job reference.

8 marks

I would certainly recommend John Geddes for a job in your company. He is a very dinamic and ambiciou young man and I am sure he could be a high acheiver in any carear he chooses. The job description you sent me is a little ambigguous but it looks as if you are seaking someone with very divers abilities. John has many of these and I am sure he would be willing and eeger to acquire any other skills that the position requires.

8.3 Match these definitions with the words that were wrongly spelt in exercise 8.2.

8 marks

- | | |
|--|--|
| 1 can be interpreted in different ways | 5 keen or enthusiastic |
| 2 energetic and forceful | 6 looking for |
| 3 series of jobs you do in your working life | 7 someone determined and able to succeed |
| 4 keen to do well and get to the top | 8 varied or different |

8.4 Complete these texts. You are given the first letters of the words.

14 marks

1 For me, j..... s..... is more important than a large salary. As I'm not particularly money m....., I'm looking for a c..... that I will find r..... in itself. I would certainly far rather work in a close-k..... team than have a very prestigious and l..... position in a company where I felt isolated.

2 When Don was d..... to being just a middle manager, he lost a lot of the p..... he had previously enjoyed as a top manager and he also no longer received a large salary i..... each year.

- 3
- Are you r.....? We need people who can find imaginative ways of doing things.
 - And are you self-r.....? We need people who can do things independently.

- Do you think you might f..... this description?
- If you also have an a..... spirit and enjoy challenges, then call or write today!

Your score

/40