

UNIT 13 Jobs and careers

Vocabulary

EXERCISE 1 Choose the best word to fit the gap.

- 1 For many people job _____ is more important than a high salary.
A satisfaction B expectation C achievement D acceptance
- 2 The company needed to make job cuts so they asked staff to _____ for redundancy.
A offer B choose C volunteer D select
- 3 Employees are allowed up to three weeks unpaid _____ a year.
A absence B vacation C time D leave
- 4 Carol's reliability and confidence make her an _____ employee.
A idealized B ideal C idyllic D idealistic
- 5 The interview panel's _____ impression was that Sam was the most suitable candidate.
A overdone B overall C overbearing D overblown
- 6 Many people would jump _____ the chance of working for a successful travel company.
A off B in C at D over
- 7 Although I am a very junior member of staff, my _____ prospects are good.
A long-lived B long-standing C long-winded D long-term
- 8 One of the advantages of this job is that they offer accommodation at a _____ rent.
A nominal B small C poor D deficient
- 9 I'm looking for a career which will give me plenty of _____ to use my foreign languages.
A area B room C scope D space
- 10 Unfortunately there is still a lot of _____ against older people in the workplace.
A distraction B discrimination C discretion D distortion

New International Business English

Reading

EXERCISE 2 Complete this résumé by choosing headings from the box. There are two headings you do not need to use.

Name: **Johanna Needham**
Address: **27 Leys Road, London, SW1 5BW**
Telephone: **0181 24567813**
Date of Birth: **4 June 1968**
(1) _____ : **Single**
(2) _____ : **Hereward Comprehensive School 1979–1984**
University of East Anglia 1984–1986
(3) _____ : **Marketing Assistant, Britannic Travel Ltd September 1986–July 1991**
Sales Development Manager, Texington plc August 1991–present
(4) _____ : **Mountaineering, Painting, Reading**
Languages: **Spanish (good)**
French (basic)
(5) _____ : **Derek Francis** **Jane Holgate**
Marketing Executive **Sales Director**
Britannic Travel Ltd **Texington plc**
Britannic House **Brentford**
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Interests	Professional Experience	Qualifications	Marital Status
	Education	References	Training