

2

Work and play

VOCABULARY jobs and typical activities

1) Find the names of ten jobs in the wordsearch.

L I B R A R I A N B T R
 A O E V I T U C E X E T
 C G H U T Y W A S P L I
 C O U N S E L L O R M N
 O G T R E C X Z A S W S
 U N E S C I E N T I S T
 N I D P Y T V B E N U R
 T S I L A N R U O J M U
 A P T Q A Z X F V B J C
 N N O V E L I S T N W T
 T E R D S X O I U Y B O
 W V H E A D H U N T E R

2) Complete the sentences with the jobs from exercise 1.

- Julia works as an _____ in a publishing house.
- Martin has always wanted to become a _____, so now that his book has been published, he is thrilled.
- You'd better hire a good _____ to check your financial documents.
- Dylan doesn't need to look for a job – _____s call him several times a month with job offers.
- Sheila works as a _____ – she is very good at helping people and always gives good advice.
- Mum says that a fitness _____ is not a proper job, but it's the only thing I want to be!
- As a _____, he writes three to four articles a week for a national newspaper.
- Not everybody can be a good chief _____ – it's not easy to manage employees and make sure the company makes a profit.

3) Complete the texts with the missing words. Which of the jobs below could each person do? There is one extra job.

architect politician sales representative physician

4) Complete the sentences with the missing words.

Are the statements true (T) or false (F)?

- Teachers in Finland are so badly **p_i** that few university graduates decide to work in education. T / F
- A soldier can **q_ _ _** his/her job at any time he or she wants. T / F
- The Polish prime minister receives a **_ _ l_ r_** of around 50,000 PLN. T / F
- If you want to be a **s_ _ g_ _ n** in America and operate on people, you have to study for 12 years. T / F
- Statistics show that the average American changes **_ o_ _** twice in their career. T / F
- People who are **_ e_ p_ o_ d** don't have to pay taxes because they don't earn any money. T / F
- Almost 35% of people who work in Poland are **s_ f- e_ _ l_ e_**, that is, they run their own business. T / F

Vocabulary challenge!

5) Write an appropriate adjective next to each question.

What do you call a job which

- requires that you do the same things every day? _____
- makes you feel proud of your successes? _____
- makes you feel bored? _____
- may make you rich? _____
- is difficult, but interesting and enjoyable? _____
- is done in a factory rather than in an office? _____
- requires specialised training? _____

6) Write four sentences to describe your dream job. Mention some of the things you would/would not like to do.

A



Yuki has always wanted to do something important and have a job that involves ¹r_____. He doesn't have a family, so he wouldn't mind working ²o_____, as he doesn't have much to do after work. He would like to continue studying again. He successfully completed three years of pre-medical school, where one of the things he learnt was how to stay calm in ³s_____ situations. He could be a/an ⁴_____.

B



Ellen is a creative person. She's good at building new things and drawing. She doesn't want to work in a ⁵t_____, but would prefer to work individually. She would also like to have a nice office – working ⁶o_____ is not her thing, and she would rather stay in one location. She could be a/an ⁷_____.

C



James is quite talkative and enjoys being in a group. He knows how to ⁸d_____ with people, and they usually trust him. He doesn't like speaking in public, however. He's very ambitious, so he would like to have good ⁹p_____ opportunities, which would motivate him to work harder. He could be a/an ¹⁰_____.

1) Read the text and complete the sentences below.

The Internship is a comedy about two salesmen, Billy and Nick, who find themselves unemployed when the company they've been working for goes out of business. Having nothing to lose, they apply for an internship* at Google. Why do they decide to compete against a bunch of much younger and more intelligent college graduates? Well ... Google is probably the happiest and the most productive workplace. The company does everything to make sure the employees are satisfied – free meals and snacks, a conference room designed like a pub, bicycles that can be used to get around the Google campus, even beds for an afternoon nap. Who wouldn't like to work in a place like that?



**internship* – doing a job for a fixed period of time in order to get experience



- 1 Billy and Nick need to look for a job because _____.
- 2 They decide to apply for a job at Google because _____.
- 3 The reason why Google offers a lot of benefits to their employees is _____.

2) MP3 03 Listen to four recordings and complete the sentences.

- 1 Table tennis helps Nadia to _____.
- 2 Two fun activities that are going to be held in the office are _____ and _____.
- 3 Workers who are stressed out are _____.
- 4 Helen thinks having fun at work is a bad idea because _____.

3) Match the words below with their Polish equivalents.

- | | | |
|-----------------|--------------------------|--------------------------|
| 1 workplace | <input type="checkbox"/> | a tablica ogłoszeń |
| 2 loads of work | <input type="checkbox"/> | b wydarzenia towarzyskie |
| 3 noticeboard | <input type="checkbox"/> | c mnóstwo pracy |
| 4 social events | <input type="checkbox"/> | d dział |
| 5 department | <input type="checkbox"/> | e miejsce pracy |

4) Complete the sentences with the words from exercise 3.

- 1 For more information about after-school activities, check the _____.
- 2 Do you remember Mary from the accounts _____?
- 3 I've got _____ to do, so I'm afraid I will have to stay longer.
- 4 My ideal _____ would be a big office in the city centre.
- 5 Do you ever take part in _____ with your colleagues such as company parties?

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5) Complete the text with appropriate words.

My older brother, Ben, got a new job a few weeks ago. He is really happy about it. He has got a big ¹ _____ with a large desk and modern ² _____, such as a laptop and a 3-D projector. Ben says that the ³ _____ at work is really nice and his ⁴ _____ are supportive – they always help with any questions and offer advice. He often works quite late, but he has a long lunch ⁵ _____ at midday, so he doesn't complain. He even gets ⁶ _____ food – he doesn't have to pay for his lunch in the canteen. There is only one drawback to his new job – the salary.

Vocabulary challenge!

6) Choose the correct option to complete each sentence.

- 1 People in my *career / profession* do not usually earn a high salary.
- 2 Linda started *work / job* when she was sixteen.
- 3 What's the daily *wage / salary* you're going to earn?
- 4 The company provides free drinks and snacks for its *colleagues / staff*.
- 5 Most women find it difficult to combine a *career / work* and family.
- 6 He got a *money / pay* increase that was much higher than he had expected.
- 7 If you keep coming late, you're going to get *laid off / fired*.
- 8 They've been looking for a new IT specialist since Tom *laid off / resigned*.

7) Write 1–2 sentences about each point below.

- 1 Describe the ideal colleague.

- 2 Give one good reason to resign from a job.

- 3 Name one thing that is more important at work than a good atmosphere.

Past simple and present perfect

Czasu **past simple** używamy, aby opisać:

- czynności lub wydarzenia, które miały miejsce w określonym momencie w przeszłości:
He moved here three years ago.
- czynności i wydarzenia, które zostały zakończone w przeszłości:
He lived in New York for six months. (już tam nie mieszka)

Czasu **present perfect simple** używamy, aby opisać:

- doświadczenia życiowe, bez określania, kiedy miały miejsce:
I've been to London a few times.
- sytuacje, określające od jak dawna mają miejsce:
Judith hasn't learned Chinese for two months.
- wydarzenia z niedalekiej przeszłości, których skutek jest widoczny w chwili obecnej (często z *just, already, yet*):
Kate hasn't done her homework yet.
I've just taken the photo.

W zdaniach w czasie **past simple** stosujemy często następujące wyrażenia: *in 2015, last year/week/month, When ...?, then, three months/years ago.*

W zdaniach w czasie **present perfect** stosujemy najczęściej następujące wyrażenia: *this morning/year, never, ever, so far, since I was a kid, How long ...?, recently, in the last few days, for.*

Grammar challenge!

Określ *this morning, this week, today* można używać zarówno z czasem **past simple**, jak i **present perfect**. Użycie czasu **past simple** oznacza, że wspomniany okres czasu już się skończył; użycie **present perfect** oznacza, że ten okres jeszcze trwa, np.:

Have you seen Mark this morning? (ranek jeszcze się nie zakończył)
Did you see Mark this morning? (najprawdopodobniej zdanie jest wypowiedziane po południu lub wieczorem)

1) Complete the table with the correct verb forms.

Infinitive	Past simple	Past participle
sleep		
		spoken
	taught	
buy		
	stood	
		hidden
	drank	
know		
		grown
wear		

2) Write negative sentences and questions.

- He has applied for a job as a waiter at a café.
a _____
b What kind of job _____?
- Kevin left three hours ago.
a _____
b When _____?
- They've given me a nice present.
a _____
b _____?
- She rang at midnight.
a _____
b _____?

3) Choose the correct answers.

- I've known Linda _____.
a in 2005 b since 2005
- She didn't go on holiday _____.
a last year b this year
- _____ did you try to apply for this job?
a When b How long
- They didn't manage to find the lost key _____.
a so far b after all
- Paul has been in hospital _____.
a for three weeks b three weeks ago

4) Choose the correct option to complete each sentence.

- How many novels *did Charles Dickens write / has Charles Dickens written*?
- Were you ever / Have you ever been* to New York?
- George *has found / found* a new job recently, and he seems thrilled.
- Monica *has been / was* interested in photography since her childhood.
- Oh, no! I *forgot / have forgotten* to feed the dog.
- Jack is an excellent chess player. He *has taken / took* part in many tournaments.
- You *just missed / 've just missed* Rob. He *left / has left* ten minutes ago.
- 'How long *has she worked / did she work* for McDonald's?' 'She started in 2010 and left two years later.'

5) Complete the sentences with the correct form of the verbs in brackets. Use the present perfect or the past simple.

- A Why do you look so happy, John?
B I _____ (*just / buy*) a new laptop.
- Pete _____ (*arrive*) almost half an hour ago. He _____ (*be*) in his study since then.
- _____ (*you / have*) breakfast or shall we get something to eat?
- My computer _____ (*break*) down. Can you help me repair it?
- Steven _____ (*have*) an accident last year. His car _____ (*hit*) a tree.
- Tom _____ (*work*) as a teacher for four years in the 1990s.
- _____ (*you / visit*) any interesting places when you were in Sweden?
- Diana _____ (*not have*) even a day off since the beginning of the year.
- Tina is a flight attendant. She _____ (*visit*) twenty countries so far during her career.
- Do you know that Harry and Jane _____ (*know*) each other for ten years?

Grammar challenge!

6> Write sentences or questions, using prompts A-F.

Then match them with mini-dialogues 1-6.

A you / have / a good time / yesterday?

B it / stop / raining.

C when / I / graduate / I / work / secretary / two years.

D Derek / not do / chemistry project / yet.

E Sheila / not be / at school / last week.

F when / you / decide / change your job?

1 A _____

B But he should present it tomorrow! Otherwise the teacher will be angry.

2 A What was your first job?

B _____

3 A _____

B I know, she was sick.

4 A _____

B It was two months ago, after my boss got angry with me.

5 A Look! _____

B Let's go for a walk then.

6 A _____

B Yes, the party was great!

7> Match 1-6 with a-f.

1 Have you seen Tom this morning?

2 Did you see Tom this morning?

3 I've been to a library this afternoon to borrow the latest Ken Follett novel.

4 I went to a library this afternoon to borrow the latest Ken Follett novel.

5 I've found a twenty-dollar banknote today.

6 I found a wallet at work today.

a It's time for me to go to sleep now, but I can't stop reading it.

b I left it at the reception desk before I went home.

c I want to catch him before the first lesson.

d Now I need to pick up my sister before it gets dark.

e I'll buy the CD I've always wanted to get.

f I think he was only at school until lunchtime.

8> Complete the sentences so that they are true for you.

1 I've recently _____.

2 Last month, my friend _____.

3 In primary school, I _____.

4 Since I was a child, _____.

5 I've never _____.

Present perfect continuous

Czasu **present perfect continuous** używamy, aby:

- powiedzieć, od jak dawna trwa jakaś czynność:
I've been saving up all my pocket money since September.
- opisać czynności, które trwają przez jakiś czas i których skutki są nadal widoczne:
The road is very wet. It's been raining.

Zdania twierdzące i przeczące			
I/You/We/They	have/haven't been waiting for you	since six o'clock.	
He/She/It	has/hasn't been waiting for you		

Pytania i krótkie odpowiedzi					
	Have	I/you/we/they	been waiting	since six o'clock?	Yes, I have. No, you haven't.
	Has	he/she/it			Yes, she has. No, he hasn't.
How long	have/has	I/you/we/they/he/she/it	been waiting?		

Uwaga!

Niekiedy czasów **present perfect simple** i **present perfect continuous** używamy zamiennie:
I've lived / 've been living in Warsaw for ten years.
I've attended / 've been attending this school since September.
W następujących sytuacjach używamy czasu **present perfect simple**:

- z czasownikami statycznymi (np. *know, like, love, need*):
They've loved each other very much.
- aby określić, jak wiele rzeczy wykonaliśmy lub ile razy miała miejsce jakaś czynność:
I have written three letters.
- aby opisać jednorazową czynność lub wydarzenie, gdy zostały już zakończone:
Tom has recently graduated.

1> Write the sentences about the people in the pictures. Use the present perfect continuous.



1 Stephen / repair the car / all morning.

2 Jane and Lucy / not do homework / they / talk on the phone.



3 Julia / do the course / month.

4 I / run / park / an hour.



2) Complete the sentences with the correct form of the verbs in brackets, using the present perfect continuous. Then match statements 1–5 with responses a–e.

- 1 Martha _____ (make) biscuits.
- 2 How long _____ (you / wait) here?
- 3 I _____ (cry) all afternoon.
- 4 _____ (Dan / drive) all day?
- 5 I _____ (not eat) any sweets lately.

- a Yes, I can see you've got red eyes.
b Yes, he needs a break.
c No more than 10 minutes.
d Yeah, I can see you've lost weight.
e That's why the kitchen smells so good.

3) Choose the correct option to complete each sentence. Sometimes both answers are correct.

- 1 You look awful! *Have you fought / Have you been fighting* again?!
- 2 Peter feels depressed and so *has decided / has been deciding* to go on holiday.
- 3 My dad *has worked / has been working* in the same company for ten years.
- 4 You've got so many postcards from so many different places! *Have you collected / Have you been collecting* them long?
- 5 **A** Sean's acting strangely these days, isn't he?
B Yes, I think he *'s tried / 's been trying* to give up chocolate for the last few days, but I don't think he *'s managed / 's been managing* to do so yet.
- 6 Fleur's a very good skier. She *has won / has been winning* lots of competitions!
- 7 **A** Hungry?
B Not at all. I've *just had / 've just been having* a few sandwiches.
- 8 So, you say *you've lived / you've been living* next door for three months? How come we've never met?

4) Complete the texts with the correct form of the verbs in brackets. Use the present perfect or the present perfect continuous.

A Teacher Oh, this week is probably one of the busiest I ¹ _____ (ever / have) in my life! Since Monday, I ² _____ (correct) my pupils' exercise books, but I ³ _____ (only / check) about half of them so far. My class are preparing a performance for a school celebration, so I ⁴ _____ (help) them a little.



B Novelist It ⁵ _____ (be) a very good week. At last I ⁶ _____ (finish) my latest novel, called *The Girl who Killed the Giant Frog*, and the publisher is very pleased with it. So for the last three days, I ⁷ _____ (relax). I ⁸ _____ (not even / answer) any emails yet.



5) Complete mini-dialogues 1–6 with the correct form of the verbs below. Use the present perfect or the present perfect continuous.

cry collect run wait know see

- 1 **A** Your collection is really impressive! How many stamps _____ you _____ so far?
B There are exactly 1,524 of them.
- 2 **A** I'm so sorry I'm late again. _____ you _____ long?
B No, don't worry. I only came a couple of minutes ago.
- 3 **A** Why are your eyes red? _____ you _____ ?
B No, it's just an allergy.
- 4 **A** His company is really successful, isn't it? How long _____ he _____ the business?
B For over twenty years, I guess. Yes, he set it up in the early 1990s.
- 5 **A** You seem to know the dialogues almost by heart! How many times _____ you _____ the film?
B Well, five or six suppose. It's a really great film, isn't it?
- 6 **A** So how long _____ you _____ him?
B For as long as I can remember. We grew up together.

Cumulative grammar

6) Find and correct seven mistakes in the dialogue.

- Interviewer** Why would you like to work as a sports instructor at our camp?
Steve Well, I was always into sports. And I'm also quite good at organising things. I've organised three school trips last year.
- Interviewer** Do you have any experience of working with children?
Steve Yes, I do. I am doing some babysitting for the last two months.
- Interviewer** Were you ever to Scotland?
Steve No, but I have gone to Manchester a few years ago, and also visited London last summer.
- Interviewer** What about your language skills?
Steve I can speak good English. I'm studying it for ten years at school. I just passed CAE.
- Interviewer** OK, thank you very much for coming to the interview. We will contact you in a few days.

7) Complete the second sentence so that it means the same as the first, using the word given. Do not change the word given.

- 1 Jane has been living here for three months.
Jane _____ ago. **Moved**
- 2 They began travelling six months ago, and they aren't back home yet.
They _____ months. **Have**
- 3 We have been eating for an hour.
We _____ yet. **Finished**
- 4 The last time Tom wrote to me was two months ago.
Tom _____ months. **Not**
- 5 Dan started watching TV two hours ago, and he still hasn't stopped.
Dan _____ hours. **For**
- 6 He has had the job for a week now.
He _____ week. **Last**
- 7 I last saw aunt Lucy as a child.
I _____ a child. **Since**

1) Read the advertisements below. What part-time jobs for young people are advertised? What are the key requirements for each job?

Job	Key requirements
A	
B	
C	
D	

2) Match questions 1-5 with advertisements A-D. One advertisement matches two questions.

Which text mentions

- 1 the possibility of choosing where you'd like to work?
- 2 a job that could help applicants in their future career?
- 3 a wage that is dependent on the weather?
- 4 a chance for a temporary job to become a long-term one?
- 5 teaching successful job applicants some necessary skills?



A

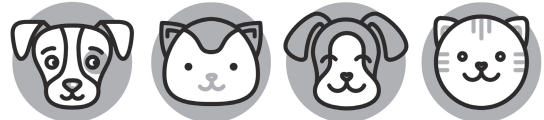


If you're good with animals, then an animal caretaker's helper might be the job for you. We're not offering a big salary, but job satisfaction is guaranteed. We're looking for young people to help clean out the cages, feed the animals or simply spend time with them. It's all useful experience for any future vet! We need any time you can spare, whether it's one or ten hours a week. The working hours are flexible, although we do ask that you try to schedule them ahead of time as the shelter works around the clock, and we need to fill both day and night shifts.

B

SITTERS WANTED!

Whether you like cats or dogs, we've got the job for you. At present, we have a couple of weekend cat and dog sittings. This often turns into a regular job when the dog takes to the sitter, and its owners have busy schedules or simply need help because they don't like getting up on a rainy day. Many of our sitters have been offered permanent dog walker positions. Salaries vary, depending on the amount of time and responsibilities. No experience necessary, just a big heart and, sometimes, a lot of patience!



C



The seaside is the perfect place to work in the summer! New Jersey is hiring young people to help keep people safe on our beaches this summer season. You must be an excellent swimmer, but no prior lifeguard experience is necessary.

First aid training will be provided to anybody without a certificate. You'll only be paid for the time actually spent working and, unfortunately, the beach is a workplace that is often closed! No wages on rainy days!



D

Our centre provides tutoring services in fields such as music, foreign languages and sports. Our database matches kids who have problems at school with older students who could tutor and help them.

Our long-term plan is to have our own learning centre.

But we're still renovating the building, so, temporarily, the lessons take place at the child's home.

When applying, make sure to give us all relevant information concerning your skills and talents as well as your preferred districts, and we'll put you in touch with kids looking for teachers in those areas.



3) Match 1–6 with a–f to form collocations. Check your answers in the texts on page 19.

- | | | |
|-------------|--------------------------|--------------|
| 1 busy | <input type="checkbox"/> | a experience |
| 2 day/night | <input type="checkbox"/> | b training |
| 3 permanent | <input type="checkbox"/> | c schedule |
| 4 regular | <input type="checkbox"/> | d shifts |
| 5 first aid | <input type="checkbox"/> | e job |
| 6 prior | <input type="checkbox"/> | f position |

4) Use the phrases from exercise 3 in the correct form to complete the sentences.

- Yesterday, paramedics from the hospital organised a _____ session for all the students at our school.
- My boss has such a _____ that I had to wait three days for a meeting with him.
- Are you looking for just a summer job or a more _____?
- Actors rarely have a _____. They usually exist from one contract to the next.
- His _____ in business impressed the company, and he got the job.
- My mum's doing a _____ today. She finishes work at 7 a.m.

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5) Unscramble the words. The hidden word is a name of a job.

- Most students of our university find **MEETYMONLP** as soon as they get their diplomas.

- I'm keen on chemistry. What kind of career **NIPTUTOIPERSO** are there for me?

- If you can't decide what you'd like to do in life, get some **RECAES** advice.

- My school careers **VARDIOS** suggested I might be a good diplomat.

- There are many tests that help people find and realise their **TOLNTPAIE**.

The hidden word:



6) Complete the sentences with the prepositions below.

out in (x2) for (x2)

- Mike's done so well _____ his final tests that he can choose any university he wants.
- I've known what I wanted to do _____ a living ever since I was a child.
- Dan's always been great at drawing, so it's not surprising that he's decided to follow a career _____ graphic design.
- Once you know what kind of a job you want, find _____ what skills you need for it.
- Sally got fired five months ago and has been looking _____ a job since then.

7) Complete the sentences with the correct form of the words in brackets.

- I'm sorry, but with no skills and no experience, you are really almost _____ (*employ*).
- Jake has great _____ (*lead*) skills, I'm sure he'll be a great manager one day.
- Thank you, your advice has been very _____ (*help*).
- He owes his _____ (*succeed*) to hard work as well as to great talent.
- Great _____ (*imagine*) is helpful not only in the arts, but also in business.
- The company is very _____ (*satisfy*) with my work, and I've been promoted.
- The _____ (*create*) of this app is a young IT student.



Vocabulary challenge!

8) Translate the sentences into English.

- Zrobiłem parę testów psychologicznych i dowiedziałem się, że nie jestem dobry w podejmowaniu decyzji.

- Planowanie kariery na szybko zmieniającym się rynku pracy nie jest proste.

- Uważam, że zdolności komunikacyjne są ważne, jeśli chcesz być dobrym menedżerem.

- Jeśli Twoją mocną stroną jest kreatywność, pomyśl o karierze w marketingu.

- Dla wielu młodych ludzi satysfakcja z pracy jest ważniejsza od pieniędzy.

SPEAKING

a job interview

1) Match sentences 1–6 with responses a–f.

- 1 Good morning, my name is Shaun Sanders, and I'm here for a job interview.
- 2 And will I be paid monthly or weekly?
- 3 So, why should we hire you for this position?
- 4 Is this a part-time job?
- 5 Could you tell me a little bit about your work at the newspaper?
- 6 Is there anything you'd like to know about the job?
- a For a start, I'm a very creative person, and I can write interesting articles.
- b Actually, it's full-time, but only from June to October.
- c Good morning. Please come in and take a seat.
- d Yes, could you tell me what my responsibilities will be?
- e For the past 2 years, I've been responsible for writing articles and interviews.
- f We are offering £250 a month.

2) Write questions from the prompts to complete the mini-dialogues.

- 1 Q experience / journalism?

- A Well, I've had a lot of experience of working on my school newspaper.
- 2 Q job / involve / weekends?

- A Sometimes, but only Saturday mornings.
- 3 Q strong / point?

- A I'm very good with people. I'm a great communicator too, so others enjoy working with me.
- 4 Q can / start?

- A I have my last exam on 3rd June, so I could start the next day.
- 5 Q weakness?

- A Sometimes I can be a bit of a perfectionist, and I tend to spend too much time on things.

3) Write a short dialogue. Use the phrases and ideas from exercises 1 and 2 to help you.

EXAM TASK ⌚ 4 minuty

Szukasz pracy wakacyjnej. Znalazłeś/Znalazłaś ogłoszenie o tym, że amerykański park rozrywki (*theme park*) szuka studentów do pracy jako postaci z bajek zabawiające gości (*theme park mascots*). W rozmowie o pracę:

- opisz swoje doświadczenie w pracy z dziećmi;
- przedstaw swoje umiejętności lub cechy charakteru przydatne w takiej pracy;
- dowiedz się o szczegółowy zakres obowiązków;
- uzgodnij godziny pracy i zapytaj o pensję.

Rozmowę rozpoczyna egzaminujący.



WRITING

a job application

2

1) Rewrite the parts of the sentences in bold, using more formal language.

- 1 **Hi** Mr Moore _____
- 2 I am writing **about** the job advertisement which I found on your website. _____
- 3 I would like to **ask** for the **job** of a waiter at your coffee shop. _____
- 4 I believe my experience makes me a **great** candidate for the **job**. _____
- 5 In my previous job, I learned **a lot** about customer service. _____
- 6 I also **have** certificates in English and French. _____
- 7 I am **waiting to hear** from you. _____
- 8 **Yours** _____



2) Express the ideas below in English.

- 1 Napisz, że po pierwsze pracowałeś/pracowałaś już jako recepcjonista/recepcjonistka.

- 2 Napisz, że Twoje zainteresowania obejmują sport i gry komputerowe.

- 3 Napisz, że Twoje doświadczenie zawodowe sprawia, że jesteś właściwą osobą na to stanowisko.

- 4 Napisz, że uważasz się za osobę, która doskonale potrafi pracować w grupie.

- 5 Dodaj, że chętnie uczysz się języków obcych.

- 6 Napisz, że dołączasz swoje CV.

- 7 Napisz, że chętnie podasz więcej informacji.

3) Read the instructions and do the writing task.

EXAM TASK Znalazłeś/Znalazłaś w Internecie ogłoszenie o pracy wakacyjnej na stanowisku recepcjonisty/recepcjonistki w schronisku młodzieżowym (*youth hostel*) w Nowym Jorku. Napisz **list motywacyjny** (200–250 słów), w którym przedstawisz swoje predyspozycje do tej pracy oraz opisz swoje dotychczasowe doświadczenie na podobnym stanowisku.

1) Read the text and choose the correct answer a, b or c.



I am writing to apply ¹ _____ the position of junior assistant as advertised on your website. In the future, I would like to follow a ² _____ in advertising. Working for an advertising agency such as yours has always been my dream.

As for my experience, for the past two years I ³ _____ ads for our school paper. I have also read a few books about advertising ⁴ _____. I am a very creative and hard-working person, so I believe I am a ⁵ _____ candidate for the position. I am also prepared to work ⁶ _____ in the evenings or even at weekends, since I would like to learn as much as possible during the next two months.

- 1 a to b about c for
 2 a job b career c work
 3 a have been preparing
 b have prepared
 c prepared
 4 a ever b so far c recently
 5 a responsible b capable c suitable
 6 a overtime b full-time c part-time

2) Choose the correct answers.

- 1 There have been many _____ people in our town since the local factory closed.
 a employer b unemployed c employ
 2 Our nanny is paid _____.
 a week b weekly c weekends
 3 Being a politician is very _____.
 a stressed b stressing c stressful
 4 We only use modern _____ in our lab.
 a equip b equipped c equipment
 5 I have an appointment with a careers _____ today.
 a council b counselled c counsellor
 6 We always try to _____ our customers' needs.
 a satisfy b satisfying c satisfied

3) Complete the text with the correct form of the words below. There are two extra words.

deal employ help think own success
 reward work

We've had a discussion about our future careers in my English class today, and I ¹ _____ about it all day. Most of my classmates want to work for big corporations, but I'm not sure. Personally, I think that the ² _____ of big companies are just helping to make somebody else rich. Also, I suppose the ³ _____ environment in such places can be very stressful. So maybe it's better to be self-employed, like my dad, who is the ⁴ _____ of a small logistics company? I know it's difficult these days to ⁵ _____ in business, but judging from my dad's experience, if you do, it is very ⁶ _____. But on the other hand, there are so many things to worry about such as social insurance and taxes. So, I guess I still don't know.



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Challenge!

4) Complete the sentences with the correct form of the words in brackets. Add extra words where necessary. Use no more than five words.

- 1 Who _____ (*be / charge*) the project while I was away?
 2 Mike _____ (*do / good*) the job interview that he's sure he'll get the job.
 3 Thanks _____ (*they / helpful / staff*), our stay at the hotel has been very pleasant.
 4 What _____ (*she / do*) a living before she started working for the police?
 5 When I entered the shop, my colleague _____ (*just / deal*) an angry customer.
 6 'What kind of work _____ (*you / look*)?' 'Ideally, I'd like a job that involves a lot of travel.'
 7 This company _____ (*never / lay off*) many workers before.
 8 He _____ (*be / dissatisfied / salary*), so he started looking for a new job.

- 1) **EXAM TASK** Przeczytaj dwa teksty dotyczące szukania pracy.
Z podanych odpowiedzi wybierz właściwą, zgodną z treścią tekstu.

Tekst 2.

Tekst 1.

Judith opened the fridge and looked at its empty shelves. She needed food. And the money to get it. And a job to get the money. As she was leaving the supermarket that evening with some basic groceries, still thinking 'What do I do now?' her eyes fell on the noticeboard hanging just outside the door. There were rooms for rent and lost dogs, somebody had found a cat, some place needed waitresses. 'What if I just posted a notice?' she thought. 'Babysitting doesn't sound that bad. But who would hire a person they'd never heard of before and leave their child with them?' said a voice in her head. 'I know I wouldn't!' The next day she posted one anyway.

Two days later, her mobile rang and an hour later she was sitting in a cluttered living room, having an interview with John and Sara, parents of nine-month-old Alyssa. Judith liked them immediately, but she had no idea how to convince them that she was a suitable candidate for their babysitter. She was answering their questions as best she could, but she wasn't sure it would be enough. 'So, you enter a room and the baby is holding something sharp. How would you react?' asked John. Judith looked at him in surprise. 'Well, I would make sure she never got near anything sharp,' she said. There was a moment of silence when both parents were just looking at each other. 'Oh, no, I blew it!' thought Judith. Then John and Sara burst out laughing. 'You know what? These questions are silly. This is our first interview, and we got them from our friends because we didn't know what to ask you,' said Sara. 'But we like you, and we think you'd be just perfect for us. The job is yours if you want it. Would you like to stay for two hours today and get to know Alyssa?' Judith relaxed.

The next hour was a nightmare. She took the baby outside, then inside, then back to the garden again. Alyssa simply wouldn't stop crying. Judith was ready to start crying too when Sara appeared. 'I've failed,' thought Judith. 'You are amazingly stubborn, and I am so sorry about this. Alyssa's just never been away from me or John before,' said Sara. 'I understand if you want to quit. But if you'd like to give us another chance, we'd love to have you tomorrow for a couple of hours. What do you think?'

- 1 Judith posted her notice
 - A after she had quit her job at the supermarket.
 - B despite the fact that she didn't believe it would work.
 - C because she had seen similar ads on the noticeboard.
 - D after talking to somebody who had found a waitressing job this way.
- 2 When Judith was talking to Alyssa's parents,
 - A both sides were unsure about how to deal with the interview.
 - B the baby started playing with a sharp object.
 - C she surprised John with her question.
 - D she told them a joke to lighten the mood.
- 3 After she had spent her first hour with Alyssa,
 - A she asked for a second chance to prove she was a good babysitter.
 - B the parents discovered the baby was very stubborn.
 - C Sara was with them all the time.
 - D Judith was sure she'd be fired.

Dear Sam

I've chosen your letter for my column today because I get dozens of letters with similar questions. Many young people need a job, but simply do not have the time or opportunity to work regular hours even if they're part-time. But there are still ways for you to earn some money.

One option to consider is writing online reviews. The way things are going, it seems to me that in the future most of us will be working online, so this might be the first step towards a future career. I know many people think they're not good at writing but, as my English teacher used to say, 'it's not a question of talent but of practice, so make a start and you'll soon develop the talent'. Surveys show that people today rely more on recommendations from other users than on those from experts, so many companies are willing to provide you with samples of their products and pay for your feedback. The readers of online reviews are usually young, so I believe they're more likely to trust their peers. The procedure is usually fairly simple. You apply online and complete a questionnaire concerning your interests and when you get the samples, you simply write a short review. There's probably a suitable product out there for everybody to write about.

You will get paid weekly or monthly, and your wages usually depend on how many reviews you've written over the last week/month. Just make sure you read the conditions of the contract carefully. Some of the companies believe that sending you the samples is payment enough. So, check that your work will be paid before you sign a contract. If receiving samples is too much hassle, consider posting feedback on shopping or music sites. Some websites to consider are ...

- 4 Which of the following is stated in the text as a fact, not as an opinion?
 - A Anybody can learn to write well if they put enough effort into it.
 - B Young people prefer to listen to the opinions of people their own age.
 - C People don't trust the opinions of experts as much as those of other members of the public.
 - D Most people will have online jobs in the future.
- 5 What is the author's purpose in writing the text?
 - A To warn us that some online review companies often cheat young people.
 - B To convince the readers that there's an online job for every young person.
 - C To list the advantages and disadvantages of working online.
 - D To explain why online jobs should only be treated as part-time jobs for teens.

2) **Read the instructions and do the writing task.**

EXAM TASK Znalazłeś/Znalazłaś pracę wakacyjną i dzielisz się swoimi doświadczeniami na forum młodzieżowym. Napisz wpis na forum (80–130 słów), w którym:

- wyjaśnisz, gdzie i jaką pracę znalazłeś/znalazłaś;
- opisziesz największy problem, jaki miałeś/miałaś, szukając pracy;
- napiszesz, kiedy zaczynasz i jakie będą Twoje obowiązki;
- poradzisz innym, jak najlepiej zabrać się do szukania pracy.

Rozwiń swoją wypowiedź w każdym podpunkcie.

At last! I've found the summer job I've been looking for!

Hope that helps all of you who are still searching for something to do this summer. Good luck!