

# VOCABULARY – WORK

textbook: English Collocations in Use

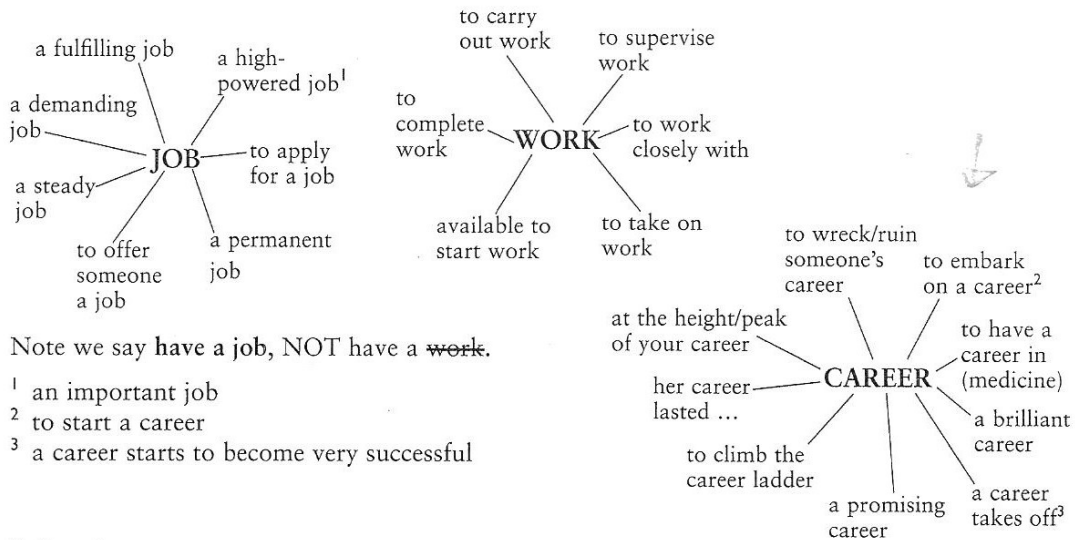
Please, look at the vocabulary and learn any you find useful.

There are also exercises included. I recommend mainly exercise 30.3 (we did a variation on this in class), but feel free to look at anything that interests you.

The KEY will be provided on Monday.

## 30 Work

### A Jobs, career and work



Note we say **have a job**, NOT **have a work**.

<sup>1</sup> an important job

<sup>2</sup> to start a career

<sup>3</sup> a career starts to become very successful

### B Job adverts

Do you **have a good knowledge of** the fashion industry?

Do you **have experience in** sales?

Are you a **good team player**<sup>1</sup>?

Are you looking for a **stimulating working environment**?

Would you like to be an **integral part of a close team**?

We can offer you **job satisfaction** and **generous benefits**<sup>2</sup>.

**Vacancy must be filled**<sup>3</sup> within three weeks.

For further details, phone 08965 439820.

<sup>1</sup> a person who co-operates well with other people

<sup>2</sup> good rewards for work – not just salary but also perhaps a company car, good holiday entitlement, etc.

<sup>3</sup> the job must be offered to someone and accepted

### C Things you might do at work

Bella has a job as a PA. Basically her role is to **take charge of** her boss, who is not a very organised person, and make sure nothing **goes wrong**. She **makes appointments** for her boss and she makes sure he **keeps his appointments**. She spends a lot of time **answering the phone and fielding telephone calls**<sup>1</sup> on his behalf. When her boss has to travel, she **makes the reservations** for him. When her boss has to **give a presentation**, she **makes all the preparations** that are required, including **making photocopies** of any papers that he needs. She **arranges meetings** for him and she **takes the minutes**<sup>2</sup> at the meetings. Bella is a very well-organised person. She **keeps a record of** everything she does at work and **sets very targets**. She does her best to **achieve her goals**. Every morning she **makes a list of** everything she needs to do. Today the first thing on her list is **'Hand in my notice'**<sup>3</sup>! But she's not going to **take early retirement**. She's got a new job where she will be the boss and will have her own PA.

<sup>1</sup> dealing with all the calls she can handle herself and only putting the most urgent ones through to her boss

<sup>2</sup> keeps the official record of a meeting

<sup>3</sup> resign, inform her boss she's planning to stop working for him

## Exercises




### 30.1 Complete the sentences with *work*, *job* or *career*.

- 1 I took on too much ..... last month and couldn't finish it all.
- 2 At the peak of her ..... she was managing a sales force of 200 people.
- 3 Daniel Robertson's ..... in education lasted almost four decades.
- 4 I have a very demanding ....., but I enjoy it, nonetheless.
- 5 At the moment we are carrying out ..... on the design of the new stadium.
- 6 The scandal ruined his ..... and he never worked in the stock market again.
- 7 I'm going to apply for a ..... in a supermarket.
- 8 She had a long and brilliant ..... in show business. At 20, she got her first steady ..... in a small regional theatre, but it was in 1968 that her ..... really took off when she was offered a part in a TV series.

### 30.2 Look at this job advert, then look at the shortlist of candidates below. Rank them in order of suitability for the job, from 1 (most suitable) to 3 (least suitable), and give your reasons.

#### The Carlsson Group: Marketing Manager

The Carlsson Group is looking for a Marketing Manager with relevant qualifications and at least five years' experience in sales and marketing. A competitive salary and generous benefits are available for the right candidate. You must have a good knowledge of current markets, be available to start work at short notice, and must be a good team player. This is a high-powered and fulfilling job for anyone wishing to embark on a career in senior management. The company wishes to fill the vacancy immediately.

applicant		1-3	reasons
 Kevin Marsh, 21, just left university with a degree in management. Likes working in teams, wants a satisfying job. Unemployed at the moment.			
 Nurdan Ozbek, 35, worked in international marketing for seven years. Degree in Business, used to working under stress and meeting deadlines. One month's notice required in present job.			
 Nuala Riley, 28, six years' experience as editor for a large publisher. Extremely adaptable, excellent relations with colleagues. Three months' notice required.			

### 30.3 Match the beginning of each sentence on the left with its ending on the right.

- |                     |  |
|---------------------|--|
| 1 She has set       | a presentation to my colleagues.       |
| 2 We're making      | the minutes at the meeting.            |
| 3 I always keep     | my phone calls while I took time off.  |
| 4 Jane will take    | some difficult targets for us all.     |
| 5 I have to give    | his goals in his career.               |
| 6 He never achieved | my appointments.                       |
| 7 He fielded        | preparations for the sales conference. |

### 30.4 What do the collocations in bold in the text below mean? Use a dictionary to help you.

Kika started out in a **dead-end job** in a jam factory but she ended up with a **glittering career** on the stage, a **career spanning** five decades. She is quoted as saying 'Stage acting may not be a particularly **lucrative job** but it has to be one of the most **rewarding jobs** in the world.'