

# Review 4

## Careers

**1** Finish each phrase about careers with the best collocation from the right-hand column.

- |                                |              |
|--------------------------------|--------------|
| 1 make a career                | application  |
| 2 reach your long-term         | bonus        |
| 3 prefer money rather than job | choice       |
| 4 learn new                    | experience   |
| 5 gain                         | goal         |
| 6 get a performance-related    | placement    |
| 7 send off a job               | satisfaction |
| 8 apply for a gap-year         | skills       |

**2** Fill in the missing letters in these words which all have a meaning similar to *goal*.

- clear / annual / production / sales t\_\_\_\_\_s
- limited / clear / specific / business o\_\_\_\_\_s
- the overall / main / sole / underlying \_\_\_m

**3** Match each word in the box to its definition below. Then translate the words into your language.

aptitude    background    experience  
know-how    knowledge    skill

- Knowledge that you need to be able to do something: \_\_\_\_\_
- Information that someone knows: \_\_\_\_\_
- An ability to do something well, especially because you have practised it: \_\_\_\_\_
- Knowledge or skill you get from being in different situations: \_\_\_\_\_
- The type of education, experience and family that you have: \_\_\_\_\_
- A natural ability to do something well or to learn it quickly: \_\_\_\_\_

**4** The expressions in the box refer to losing your job.

be dismissed    be fired    be laid off  
be made redundant    be sacked

- Which three suggest it was your fault?  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
- Which of these three is more formal? \_\_\_\_\_
- Which two expressions suggest it was not your fault?  
\_\_\_\_\_, \_\_\_\_\_
- Which of these two is British English? \_\_\_\_\_

**5** Fill in the missing letters in these words about careers.

- be sh\_\_\_-li\_\_\_d for a second interview
- re\_\_\_n from a job because you have a better offer in another company
- a\_\_\_d an interview on Friday morning
- be app\_\_\_\_\_d to a more senior position after some time in the company
- be h\_\_\_ed by a company after a successful interview
- a\_\_\_y for a job in a company

**6** Put each verb into the correct form: present simple (*do / does*), present continuous (*am / are / is doing*), present perfect (*have / has done*) or past simple (*did*). Each form is used twice.

'I'm really busy this morning – I (1) \_\_\_\_\_ (interview) three candidates for that sales job – the second one is outside now. Yesterday was even worse. I (2) \_\_\_\_\_ (interview) five candidates in two hours, and none of them were any good. Let me see, over the last ten days I think I (3) \_\_\_\_\_ (interview) sixteen candidates. Just imagine! And every time I (4) \_\_\_\_\_ (interview) someone there's a CV to read, questions to prepare, records to keep. It just never ends. Right now, I (5) \_\_\_\_\_ (need) a break. (6) \_\_\_\_\_ (anyone / see) that travel brochure about holidays in the Seychelles? I know I (7) \_\_\_\_\_ (put) it somewhere. Wait a minute. There's no-one here. I (8) \_\_\_\_\_ (talk) to myself.'

**7** Put each verb into the correct form: present perfect (*have / has done*) or present perfect continuous (*have / has been doing*).

- I \_\_\_\_\_ (write) my CV all morning, and finally I \_\_\_\_\_ (finish) it.
- I \_\_\_\_\_ (write) four job applications this week. One day I must get lucky – I \_\_\_\_\_ (try) to find a job for ages.

**8** Make nouns from the adjectives and verbs below.

- strong (adj): \_\_\_\_\_
- weak (adj): \_\_\_\_\_
- responsible (adj): \_\_\_\_\_
- perform (v): \_\_\_\_\_
- commit (v): \_\_\_\_\_
- achieve (v): \_\_\_\_\_

**9** Use each noun from the previous exercise to complete these questions from a job interview. Some have a plural form.

- What are your main functions and duties in your present job? What are your \_\_\_\_\_?
- How does the company know you are doing a good job? How do they measure your \_\_\_\_\_?
- What are the positive things you can bring to the team? What are your \_\_\_\_\_?
- And what would you say are your \_\_\_\_\_? Come on, be honest now.
- What is the one thing you are most proud of in your present job? What is your greatest \_\_\_\_\_?
- If we offer you this job, what kind of \_\_\_\_\_ will you have to the company? Will you be looking for another job after a year or two?