Work Vocabulary
Grade 11 English

Exercise 1

Complete the sentences below with a form of the word given in brackets. Use your dictionary if necessary.

Example: I’m studying at university because I want to be a scientist (science)

1. You have to write lots of job _______________ (apply) when you’re looking for work.
2. I like my job but my _______________ (manage) isn’t very nice.
3. It’s a small company with only twelve _______________ (employ).
4. She has a very good _______________ (qualify) from university.
5. There are fifty _______________ (work) in this factory.
6. If you are good at your job, maybe you will get a _______________ (promote).
7. I am in _______________ (retire) because I feel too old to work anymore!
8. I would like to be a _______________ (write) because I love books.

Exercise 2

Answer these questions. Use your dictionary if necessary.

1. What is the difference between an employee and an employer?
2. If I don’t like my job, do I resign or retire?
3. I am good at my job but my company doesn’t have enough money to pay me. Will my manager give me the sack or make me redundant?
4. I receive my pension every week. Am I too sick or too old to work?
5. If you apply for a new job, will you have an interview or a conversation with the manager of the company?

Exercise 3

Match the sentences in column A with the best responses in column B

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
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<tbody>
<tr>
<td>1. I had an interview yesterday</td>
<td>a. Congratulations!</td>
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<tr>
<td>2. I got a promotion today!</td>
<td>b. Are you going to accept it?</td>
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<tr>
<td>3. I’ve been offered my old manager’s position</td>
<td>c. Why?</td>
</tr>
<tr>
<td>4. I’m thinking of leaving my company.</td>
<td>d. Are you looking forward to it?</td>
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<tr>
<td>5. My boss is sending me on a training course.</td>
<td>e. How did it go?</td>
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