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 <u>scientist</u> (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 job my 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

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