

WORKING CONDITIONS

Job questionnaire

- 1 Do you feel your job is **stressful**?
- 2 How much **time off** do you **get** every year?
- 3 Do you ever have to do **shift work**?
- 4 Do you often have to **work overtime**?
- 5 Do you normally receive an annual **bonus**?
- 6 Are you **entitled to sick pay**?
- 7 Do you **have the right to** join a **trade union**?
- 8 Do people in your kind of job ever **go on strike**?

spotlight time off

If you **have, get, or take time off**, you are not at work, school, etc. perhaps because you're ill, or on holiday.

I had a day off to go to a wedding.

He's taking a month off work.

Glossary

working conditions	• the arrangements made at a place of work for physical comfort and safety.
stressful	• making you worry a lot. stress N.
shift work	• a pattern of work in which you sometimes work during the day and sometimes at night.
overtime	• the time you spend working after your normal working hours (you can work overtime or do overtime INF).
bonus	• an extra payment that is added to what you normally receive.
sick pay	• money you receive when you are ill and cannot work.
be entitled to (do) sth	• be allowed sth or to do sth because it is the law. SYN have the right to (do) sth .
union OR trade union	• an organization of people in the same kind of work who try to get better pay and working conditions for their members.
go on strike	• refuse to work for a period of time as a protest for more money, better conditions, etc.

1 Complete the words.

► I often do s h i f t work.

- 1 I belong to a t _____ union.
- 2 We went on st _____ last year.
- 3 Do you get an annual b _____ s?

4 Our w _____ ing c _____ itions are good.

- 5 I often have to work o _____ time.
- 6 She t _____ two weeks o _____ in summer.
- 7 Does he suffer from st _____ in his job?

2 Write the words in the correct order, and add the final word.

► you / working / have / good / do Do you have good working conditions?

- 1 is / she / trade / member / a / of / a / ? _____
- 2 we / sick / are / to / entitled / ? _____
- 3 take / like / to / I'd / week / a . _____
- 4 you / shift / don't / why / like / ? _____
- 5 I / left / today; / time / on / didn't / I / do . _____
- 6 go / why / the / on / did / workers / ? _____

3 ABOUT YOU If you have a job, write your answers to the questionnaire. If you haven't got a job, ask a student who has.

Review: Work and study

Unit 49

1 Rewrite the sentences using the words on the right. The meaning must stay the same.

- I'm a careful driver. CAREFULLY I drive carefully.
- 1 You have to do what he tells you. INSTRUCTIONS _____
- 2 Don't talk to anyone. COMMUNICATE _____
- 3 The way you think and behave is important. ATTITUDE _____
- 4 It was a relief to finish the exam. RELIEVED _____
- 5 Spend ten minutes making notes. DEVOTE _____
- 6 He would never do anything dishonest in an exam. CHEAT _____
- 7 If you don't get what you want, try again. SUCCEED _____
- 8 Do we need dictionaries? ESSENTIAL _____

Unit 50

1 Tick (✓) the words or phrases that are correct.

- At university, students have to *attend lectures* ☒ *read widely* ☒ *teach professors* ☐.
- 1 A *tutor* ☐ *seminar* ☐ *lecture* ☐ is a type of class at a university.
- 2 Some students live and study *at home* ☐ *homesick* ☐ *away from home* ☐.
- 3 *Undergraduates* ☐ *Professors* ☐ *Tutors* ☐ are types of teacher.
- 4 In order to have enough money, students often *pay tuition fees* ☐ *take out a loan* ☐ *try to get a scholarship* ☐.
- 5 In seminars, students may *have a debate* ☐ *take notes* ☐ *write a thesis* ☐.

2 One word is missing in each sentence. Where from? Write it at the end.

- I won't have enough money to live on, so I'll have to / out a loan. take
- 1 Our seminar started time at 10.00. _____
- 2 My sister is studying away from home and she's living in a hall residence. _____
- 3 How much were the tuition for your summer course? _____
- 4 We had to hurry but we arrived just time for the beginning of the lecture. _____
- 5 At the moment, she's some medical research as part of her studies. _____
- 6 I would like to have the to study abroad, perhaps in Canada. _____
- 7 When I was at university, our essays were all part of the continuous. _____
- 8 Do you study away home? _____

Unit 51

1 There is a spelling mistake in each sentence. Write the correct word at the end.

- Do you need a reference? reference
- 1 Is there a job vacancie? _____
- 2 Did they give you any advise? _____
- 3 Did he acknowlege the application? _____
- 4 I haven't got a valide work permit. _____
- 5 They asess people differently. _____

- 6 Do they require more information? _____
 7 They reply automatically. _____
 8 It's a long selection process. _____

2 Complete the dialogue.

- A You know that job ► vacancy . Did you (1) _____ for it?
 B Yes, and I went for an (2) _____ on Wednesday.
 A Wow. How did it go?
 B It seemed OK, but they didn't give me any (3) _____ afterwards, so it's hard to know. They said they'd (4) _____ me by the end of the week if they were going to offer me the job.
 A What about (5) _____ ?
 B They said they'd already spoken to one of my referees.
 A Oh really? And were there many other (6) _____ ?
 B Yes, over a hundred. I'm not sure if I want the job because it's based (7) _____ Scotland. Still, at least I don't need a work (8) _____ .

1 Complete the text using words from the box in the correct form.

clerk ✓ transfer charge responsibility involve challenging
 resign complaints elsewhere promote work deal

When I left school, I got a job as a ► clerk with an insurance company. It mainly (1) _____ filling in forms and typing lists of names, so it wasn't very (2) _____. After a few months, though, I was (3) _____ and they gave me a job where I was (4) _____ with the public, which was much more interesting. Eventually, I was (5) _____ to another department where I had to handle customers' (6) _____, which wasn't much fun. I hated it so I decided to (7) _____ and look (8) _____. In fact, that was rather stupid of me, because I was out of (9) _____ for several months. Anyway, in the end I got a fantastic job working in a zoo, and I'm still here. I'm in (10) _____ of the snakes, which is an enormous (11) _____ but I love it!