

# THE OFFICE

English you can take to work





## Exercise 1 Vocabulary Part I

Choose the best option to complete the sentences.

1. A job can be advertised as a -  
a. free space      b. work gap  
c. empty posting    d. vacant position
2. A job which can develop into a career is said to have -  
a. prospects      b. aspects  
c. respects      d. conspects
3. A job where you work sitting down in an office is a -  
a. seat job      b. floor job  
c. desk job      d. chair job
4. If you get an acceptable level in an examination, you -  
a. superate      b. pass  
c. flunk      d. get over it
5. Experience you get from doing a job is called -  
a. work experience    b. job knowledge  
c. career practice    d. employment history
6. A person who can do his job without any difficulty is -  
a. ambitious      b. reliable  
c. competent      d. resourceful
7. A person who wants to do as well as possible at work is -  
a. ambitious      b. reliable  
c. competent      d. resourceful
8. A person who will do as he is expected to do is -  
a. ambitious      b. reliable  
c. competent      d. resourceful
9. A place where people go when looking for a new job is an employment -  
a. agency      b. market  
c. center      d. point
10. Work done for no pay (often for a charity) is called -  
a. gratis labor      b. free work  
c. benefit effort    d. volunteer work
11. If you do temporary work only for while you are needed you are -  
a. pitching in      b. moonlighting  
c. aid agencying    d. helping out
12. The formal proof that you are able to do your job is your -  
a. ability      b. experience  
c. work record      d. qualification
13. The programs that run on a computer are referred to as -  
a. hardware      b. software  
c. hardwear      d. softwear
14. The part of a business that keeps track of the money is called the  
a. petty cash      b. accounts  
c. ledger      d. bank
15. The part of a business that deals with the people who work there is called -  
a. the people part    b. the body count  
c. management      d. human resources

## Exercise 1. Part II

Jackie is being interviewed at an employment agency. Read Jackie's answers, and decide what the question was from the choices in the box below.

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### Questions:

*Read the answers below and decide which of the questions below goes with each answer.*

- |  |  |
|--|--|
| <b>A.</b> How would you describe your character?   | <b>B.</b> Can we contact you at home?                |
| <b>C.</b> So what work experience do you have?     | <b>D.</b> What level of salary were you thinking of? |
| <b>E.</b> Tell me about your qualifications?       | <b>F.</b> Would they supply us with references?      |
| <b>G.</b> When would you be able to commence work? | <b>H.</b> What kind of job are you looking for?      |

1. Interviewer: \_\_\_\_\_

Jackie: Well, not too much because I've just graduated from high school. I used to work in a dress store during my school vacations. Oh, and I did some volunteer work for an animal charity, helping out in the reception area.

2. Interviewer: \_\_\_\_\_

Jackie: Oh yes, I'm sure that they'd be more than happy to. I enjoyed working at both places.

3. Interviewer: \_\_\_\_\_

Jackie: Well, I did well on my final exams, but I don't have any desire right now to go to college. I had some secretarial training in high school, and I can use most apps and software, including spreadsheets, and I can type, too. Oh yes, and I used to help with the bookkeeping at the charity.

4. Interviewer: \_\_\_\_\_

Jackie: I don't know. I was hoping you could tell me what position is best for me. I guess something in an office. I don't expect to start at the top, but eventually I want career in human resources. It has to have regular hours because I help take care of my home-bound grandmother.

5. Interviewer: \_\_\_\_\_

Jackie: Well, your own opinion is usually wrong, isn't it? But I think I am friendly, helpful and sociable. I've got lots of friends and I am very reliable. You know, if I say I'll do something, I do it!

6. Interviewer: \_\_\_\_\_

Jackie: Since it's my first job, I'm not expecting too much. I mean, I need the experience, don't I? What I need is enough to cover my expenses, but what's more important for me is that I get some skills, and that there is a chance to develop my career. I don't want to end up in a dead-end job - I want my life to go somewhere.

7. Interviewer: \_\_\_\_\_

Jackie: Immediately. I haven't got any plans. I set this month aside to get myself a job. I have to tell you that I have another interview this afternoon, but I'd really prefer to work here, because it seems friendlier, and it's better for the buses.

8. Interviewer: \_\_\_\_\_

Jackie: Yes sure, at any time. My number is on my resume, and if I am not in, my mom will probably be. If she's gone to the hospital, then you can leave message on the voice mail. Oh yes, you can also get me on my cell. I always carry that on me. I'll look forward to hearing from you.

### **Exercise 1. Part III**

Look at these entries from the Acme Employment Agency, and then at the Jobs Offered column in a local paper. Try to decide which person is best for each job.

1. Jolene Buchanan; Age 22. \_\_\_\_\_

Has just got her degree as Master of Business Studies. She wants to work for a large company with good career prospects, but she does not mind where it is. She is very ambitious, and wants a job that will be a challenge.

2. Jamie MacDonald; Age 44. \_\_\_\_\_

Ex-sergeant in the army, he has now retired and is looking for a local job. He is an experienced and competent person, and he wants to work locally to be with his wife and family.

3. Darren Wright; Age 19. \_\_\_\_\_

School leaver. Wants a job that will allow him to travel and meet people. Does not want a desk job or anything local. Has exam passes in Spanish, Math and Biology.

4. Mike Cameron; Age 20. \_\_\_\_\_

Wants to take a year out from his studies and do something interesting. He is training to be a doctor, but he wants to do something completely different. The salary is not important. He can start in September.

5. Jackie Wallace; Age 19. \_\_\_\_\_

High school graduate. Capable of using office software and of doing simple accounts. Wants a local job because her mother is ill and she wants to be near her. The job must offer training and work experience. Able to start at any time.

### **Vacant Positions:**

A. Rep wanted for travel company. We are looking for someone to escort vacationers on Mediterranean cruises. Training and a good salary given to the right person.

B. Volunteers wanted to help on an archaeological site in Turkey. Do you want to get away from the English winter? Starting this autumn we want people to assist our archaeological team. No salary, but travel and expenses are paid.

C. Caretaker wanted for Prescott Elementary to look after the premises of a large school and supervise its cleaners and gardeners. Generous salary and pension to the right candidate.

D. Person Friday wanted for busy office. If you have a cheerful helpful personality and want a job that will prepare you for a business career, why not come and see us? Right in the centre of town. Start immediately.

E. Trainee manager wanted for a local fashion boutique. The ideal candidate will have a relevant degree, and be prepared to work long hours if necessary. We are part of the InStyle fashion chain. Full training and generous salary.