



**THIS IS JUST A FIRST STEP
ON YOUR PATH TO SUCCESS.
I WISH YOU A LONG ROAD OF SUCCESS AHEAD.
CONGRATULATION ON PROMOTION.**



**Work hard
in silence,
let success
make the
noise.**

Spirit Science



Quizlet:

<https://quizlet.com/141597114/flashcards>

I. Is the meaning the same or different? Choose Same or Different.

1. a challenge / a reward
2. out of work / unemployed
3. be promoted / be appointed
4. get the sack / sack someone
5. fire someone / dismiss someone
6. prospects / chances of success
7. hand in your notice / resign
8. be sacked / be promoted
9. transfer somebody / move somebody to another office
10. make someone redundant / fire someone

II. Complete the sentences with a single word.

1. I was glad to be _____ to the job I have. (chosen for the job)
2. My job's very _____. (difficult but interesting)
3. I want to transfer to another _____. (section of the business)
4. I have good _____ in my job. (chances of success)
5. I'd really love to be _____. (given a better job in the company)
6. I'm bored at work, so I'm going to look _____. (in another place)
7. I've never been _____. (out of work)
8. I'd hate to have to _____ someone. (dismiss)
9. If I hated my job, I would definitely _____. (hand in my notice)

III. Complete each sentence with a suitable ending.

1. If you work hard, the company will give you	a) qualifications for a job of this kind.
2. In different job I could get higher	b) advertisement in the local press on Friday.
3. The best way to find new staff is to put a/an	c) application for the job as soon as possible.
4. Because he had stolen the money, we decided that	d) promotion to a more responsible position.
5. She has a pleasant personality but hasn't got the right	e) references from your previous employer.
6. In the meeting we are going to discuss the	f) dismissing him was the only possible action we could take.
7. I think it would be a good idea to send in your	g) salary and better conditions of employment
8. We cannot give you the job without	h) appointment of a new sales representative.

IV. Choose the correct answer.

1. We threw a big party for my father when he _____ after 35 years in the company.

a) hired an employee

b) laid off

c) retired

2. "Good news - I _____!"

"Congratulations!"

a) got a raise

b) was fired

c) got demoted

3. The employee with the best work will _____.

a) get laid off

b) get a boss

c) get a bonus

4. A lot of people _____ during the global financial crisis.

a) got promotions

b) were laid off

c) earned a salary

5. After six months looking for a job, she was finally _____ by the country's biggest TV station.

a) hired

b) fired

c) retired

6. I _____ because I didn't like working such long hours.

a) got a raise

b) quit my job

c) fired my colleague

7. I get along well with all of my _____. They're great to work with.

a) employers

b) colleagues

c) retires

8. You need to get approval from the _____ before signing that contract.

a) resign

b) pay raise

c) supervisor

9. I'm _____-employed; I do freelance web design.

a) auto

b) owner

c) self

10. Helping kids learn to read is very _____ because it's a skill they'll use for the rest of their lives.

a) demanding

b) rewarding

c) repetitive

V. Complete the text.

promoted	challenging	department	out of work	appointed
prospects	reward	transferred	got the sack	made redundant
handed in his notice				
Two years ago, I got a (1)___ job with good (2)___ in local radio. I worked hard and, as a (3)___, I was (4)__. I was delighted. I was quickly (5)___ to a different (6)____. Then things went wrong: one colleague (7)___, and another (8)____. After that, ten people were (9)____. I didn't want to be (10)___, so I decided to look elsewhere. I applied for a job in TV and was(11) ___assistant director. Amazing!				

VI. Find the logical answer on the right for each of questions on the left.

1. Why did they sack him?	a. Because he was nearly 65.
2. Why did they promote him?	b. Because he was late for work every day.
3. Why did he apply for the job?	c. Because he needed more training.
4. Why did he retire?	d. Because he was out of work.
5. Why did he resign?	e. Because he was the best person in the department.
6. Why did he go on the course?	f. Because he didn't like his boss.

VII. Complete the sentences with the words WORK, JOB or CAREER.



WORK / JOB / CAREER



WORK-(noun/verb)- general efforts and activities done to accomplish a goal.

JOB-(noun/verb)- regular activity people do and receive money for. Profession/ occupation.

CAREER – (noun) - total progression of a person's professional life.

I- Complete the sentences with the words WORK, JOB or CAREER.

- 1- The reporter has done some excellent freelance _____ for us. We should give him a permanent _____.
- 2- John is an emergency doctor. He has a very demanding _____.
- 3- She went to the shopping with some friends from _____.
- 4- Being a janitor is a dead-end _____.
- 5- He has been on the _____ hunt for several months, but he hasn't got any vacancy.
- 6- If I were you, I wouldn't access Facebook when you are at _____.
- 7- His father retired last year after a brilliant _____.
- 8- Working with refugee children was one of the most rewarding _____ I've ever had.
- 9- They have been checking the _____ listings online and in the newspapers to find a _____.
- 10- My sister isn't home yet. She is still at _____.
- 11- My Maths teacher always gives me too much _____ to do, and expects me to do it all well.
- 12- Michael is very disappointed with his new _____ because he discovered he has no _____ prospects.
- 13- You will ruin your _____ if you keep behaving that way.
- 14- She was fired because her _____ was often full of errors.
- 15- My supervisor is always very busy. He has got two _____.
- 16- Susan is busy at the moment. She has a lot of _____ to do before 5 pm.
- 17- Where is your brother? – He went to a _____ interview.
- 18- My sister has a promising _____ as a CEO in this company.
- 19- When he was at the peak of his _____, they discovered he had manipulated the company figures.
- 20- My mom is out of _____ at the moment, that's why she is so busy applying for _____.
- 21- Jennifer is a lucky girl. She has just got a plum _____ . I'm happy for her.
- 22- He is out of _____ but he doesn't worry about that as his mother is very rich.
- 23- _____ sharing has helped working mothers to have more time to spend with their kids.
- 24- They have to do some field _____ to finish the project.
- 25- She decided to have a _____ break for 2 years to travel around the world.
- 26- He has been on a _____ rotation for several weeks.
- 27- What he is doing is donkey _____ . I wouldn't like to do it.
- 28- This a fantastic _____ of art! I love it.

