

1.1

Working life

VOCABULARY

Describing working life

1 What does this quotation mean to you?

'Life is what happens to you while you're busy making other plans.'

John Lennon, English singer & songwriter (1940-1980)

2 Discuss these questions.

- 1 How many jobs do you expect to have in your life? 1-3 4-7 8 or more
- 2 Would you prefer to be self-employed or an employee? Why?
- 3 In fifteen years' time, do you expect to be working more or less than now?
- 4 At what age do you expect to stop working? 55 65 75



3 Underline the best word to complete each sentence.

- 1 At the moment, people generally *retire* / *resign* at 65.
- 2 I *joined* / *applied* for the company when I was 25 and have worked there ever since.
- 3 What's the best way to *pay* / *reward* our employees for good performance?
- 4 About 700 staff were *laid off* / *dismissed* when the company lost the contract to supply Toyota.
- 5 We have *educated* / *trained* our staff in the use of laser equipment.
- 6 I'm going to *leave* / *change* the company at the end of the year.
- 7 E and G Consultants *recruits* / *employs* from the top business schools.
- 8 Companies need to offer parents of young children more *flexible* / *overtime* hours.
- 9 They used only to offer permanent posts, but now most new contracts are *temporary* / *part-time* ones.
- 10 I have one *day off* / *holiday* a week to attend a course at college.

4 Make sentences with the words you *didn't* use in Exercise 3.

5 Make nouns from the following verbs.

Verb	Noun	Verb	Noun
1 employ	<u>employment</u>	6 recruit	
2 promote		7 apply	
3 retire		8 dismiss	
4 resign		9 pay	
5 train		10 reward	

Attitudes to work

- 6 Do you think that people starting work now have a different attitude to work than their parents did? If so, in what ways?
- 7 Look at the newspaper article and read the title. What does the title suggest to you? Read the article and check if you were right.

Young workers want it all, now

Oh, and they'll need to take next Friday off, too



DETROIT – Kurt Jennings, hoping to start a career in radio sales, thought he was prepared to answer any question during his recent interview. Then the radio executive opened the interview with, ‘So, we call you guys the “Entitlement Generation”. You imagine you’re entitled to everything.’

There is an impression that the current generation of young workers has high

expectations for salary, responsibility and job flexibility, but little appetite for hard work and little sense of loyalty to a company.

‘A lot of twenty-somethings have a hard time making the transition to work – typically kids who’ve had success early in life and who’ve become used to getting instant gratification,’ says Dr. Levi Cohen, a paediatrics professor. He says

that coddling parents and colleges often fail to prepare students for the realities of adulthood and working life.

Many employers, from corporate executives to restaurateurs, agree.

‘It seems they expect to have in their first week everything that the veteran has worked 20 or 30 years to earn,’ says Mike Amor, the owner of a Salt Lake City chain of restaurants.

Kurt had this reply for his interviewer at the radio station: ‘Maybe we were spoiled by your generation. But “entitled” is too strong a word,’ he said. ‘Do we think we’re deserving if we’re going to go out there and break our backs for you? Yes.’

He ended up getting the job.

But some experts say that having high expectations, and telling your boss what they are, isn’t necessarily a bad thing.

‘It’s true they’re not all rushing to bury themselves in a cubicle and follow orders for the next 40 years, but why on earth should they?’ asks Jeff Bartlett, a University of Carolina psychologist.

- 8 Do you think the younger generation is spoiled and expects too much? Or do you think the older generation sacrificed their lives (and fun in their lives) for work?
- 9 What do the following phrases from the text mean?

- 1 little appetite for hard work
- 2 twenty-somethings
- 3 instant gratification
- 4 coddling parents and colleges
- 5 we were spoiled by your generation
- 6 break our backs for you
- 7 bury themselves in a cubicle

GRAMMAR

Grammar Tip

We say:

I am *good at*
making *decisions*
but

He *intends to* run
for President.

Gerund and infinitive

- 1 Which of the verbs or phrases in the box take the gerund (*-ing*) and which ones take *to + infinitive (to do)*?

~~be good at~~ ~~plan / intend / aim~~ be worth fail be reluctant
have trouble / difficulty hope / expect manage succeed in
decide think about / consider enjoy avoid involve have
be used to / accustomed to be willing / prepared

+ gerund (*-ing*)

+ *to + infinitive (to do)*

be good at

plan / intend / aim

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- 2 Which of the following pairs of phrases is the odd one out grammatically? Why?

- 1 be good at - be bad at
- 2 be willing - be reluctant
- 3 succeed in - fail
- 4 enjoy - dislike

- 3 Complete these sentences.

- 0 When I retire, I plan to do some voluntary work for a charity.
- 1 When I retire, I plan ...
- 2 I think I'm quite good at ...
- 3 Before attending a job interview, it's worth ...
- 4 My job involves ...
- 5 When speaking English, I often have difficulty ...
- 6 At work I feel satisfied if I manage ...
- 7 For my summer holiday this year, I am considering ...
- 8 If I was offered more money, I would be willing ...
- 9 The hardest thing about starting a new job is getting used to ...
- 10 I get annoyed with colleagues if they fail ...



- 4 Choose five of the phrases in exercise 1 and make sentences about your own working life.

Everyday English

LISTENING

Exam Success

Study the options carefully before listening. When listening, be aware that each correct answer on the page will paraphrase what you hear, ie have the same meaning, but use different words.

The future of human resources

5  1.1 You will hear five human resources (HR) managers talking about the key issues in human resources facing companies today.

- The first time you listen, indicate which employee group in the workforce they are talking about.
- The second time you listen indicate what actions they propose to take to deal with each issue.
<http://jeisee.com/tten/text/download/sound/?id=1215&filename=Track01.mp3>

TASK ONE - EMPLOYEE GROUP

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

- A older employees (50–60)
- B new recruits
- C trainees
- D senior management
- E young highly qualified employees
- F women
- G retired employees
- H disabled workers

TASK TWO - PROPOSED ACTION

- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____

- A efforts to retain good employees
- B the introduction of more flexible working arrangements
- C linking salaries more closely to results
- D more focus on job training for employees
- E encouraging people back from retirement
- F more support for working parents
- G developing a more positive attitude towards older workers
- H reducing staff costs

6 You've heard the priorities of HR managers. What are your priorities for your working life? Consider the following:

- flexible hours
- working environment
- pay
- training
- career prospects
- retirement

VOCABULARY

CVs and personal summaries

1 What do you call someone who ...?

- | | |
|-------------------------------------|-------------|
| 0 employs people | an employer |
| 1 is employed by a firm | _____ |
| 2 applies for a job | _____ |
| 3 is interviewed for a job | _____ |
| 4 is seeking (looking for) a job | _____ |
| 5 participates in something | _____ |
| 6 has left university with a degree | _____ |

2 Do this exercise from an online guide for employers.

Guide for employers

CVs and covering letters are essential tools in the search for the right candidate for the job and you should use them as a snapshot of a potential candidate. Being able to read between the lines will help you in your task of putting the right person in the right job. Look at these three examples of *personal summaries* from first-time job applicants received by a leading consultancy firm. Which applicant would you employ and why?

- 1 A dynamic and knowledgeable IT graduate who can bring success to your business, I have excellent interpersonal skills and considerable experience of designing software solutions. Whether working as part of a team or independently, I have the ability to come up with the goods.
- 2 I am a successful business entrepreneur seeking to return to a large organisation after years of running my own company. I have experience of all aspects of business and would welcome the chance to share this expertise with clients of a forward-looking consultancy firm.
- 3 A self-motivated graduate with a masters in economics, I have pre-course experience in the Economic Studies department of a subsidiary of Exxon Mobil, where I enjoyed six months working with the back office team. Adaptable, efficient and keen to learn.

READING

The anonymous CV

3 Underline which elements should definitely be included in a CV (the others are 'optional extras').

- | | |
|-----------------------|--|
| 1 name | 11 goals and objectives |
| 2 address | 12 education - primary, secondary, higher education |
| 3 telephone number | 13 other skills or qualifications (membership of associations, driving licence, etc) |
| 4 email address | 14 employment history - company, job title, responsibilities, results |
| 5 age / date of birth | 15 hobbies and interests |
| 6 sex | 16 languages |
| 7 marital status | 17 references |
| 8 nationality | 18 personal achievements |
| 9 personal summary | |
| 10 personal qualities | |

4 Read the first part of the text. What is the idea behind an anonymous CV?

Geneva fights prejudice with anonymous CVs

Prospective employees in Geneva are to send in anonymous job applications as part of a pilot project to tackle discrimination.

The trial, the first of its kind in Switzerland, has been launched by the canton's integration office and involves three major employers.

Retailer Migros, energy provider SIG and the commune of Vernier have all signed up to participate in the scheme.

Under the terms of the project, which will last for three months, job-seekers will send in CVs detailing their skills and experience but omitting their name, address, age, sex, any religion or disability and photo.

The aim is to give all applicants an equal chance of being called up for interview.

'It is impossible to quantify but we know there is much more discrimination than we are aware of. There are some unemployed people who are not getting interviews because they are of a different nationality, colour or religion,' André Castella, head of the project, told Swissinfo.

'The important thing is that candidates who have the right skills for a job should be seen, and we want to give them the chance to be heard. There are employers out there who refuse to consider Africans.'



5 Read the second part of the text and put one word in each space.

Castella said another aim of the trial was to encourage employers (0) *and* the public to talk about discrimination and to raise awareness about the scale of injustice.

He added that the idea of anonymous CVs had already been tested in France where the country's National Assembly is due to consider making the practice mandatory for all firms (1) _____ more than 50 employees.

Jean-Charles Bruttomesso, Director of Human Resources at Migros Geneva, said all applications for positions until June 30 (2) _____ be considered purely on the basis of skills and experience. He noted that

the retailer's involvement in the project was part of ongoing equal opportunity efforts.

'This initiative is an occasion for (3) _____ of us to think about our prejudices and other preconceived ideas and question them,' he said.

Those behind the scheme admit that an anonymous CV will (4) _____ rule out the possibility of discrimination once a candidate arrives for an interview but they stress (5) _____ it is an important first step. The launch of the pilot project forms part of the canton's week-long series of events (6) _____ racism and discrimination.

6 Do you think this initiative will be effective in eliminating discrimination by employers?