



Learn English Through Stories.

U Series

U42

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Contents

Vocabulary.

Ten tests.

Work

Answers

1. Take a word from each column to complete the collocations you need for each space in the text.

Column A

working, sick, promotion,
pension, covering, trial,
career, job, claims, travel

Column B

description, letter, conditions,
scheme, path, pay, prospects,
expenses, form, period

Dear David,

You'll never guess what's happened - I've only got a job! I saw an advert in the press for an administrative assistant at London Insurance, and sent in my CV and a **covering letter**, more out of curiosity than anything else. Well, to my surprise, I got an interview, and I managed to convince them that insurance is the **career path** I intend to pursue. Apparently, they were impressed with my ambition, especially when I said I was looking for a job with good **promotion prospects**, and a week later I was offered the job.

They seem to look after you well — for example, I was told to send in a **claims form** so that they could reimburse my **travel expenses** to the interview. It's little things like that which make all the difference. I was also impressed by the **working conditions** at the office when I went for the interview. So I'm actually starting work on Monday! I've received my **job description** now, and it all seems very favourable. After a **trial period** of one month, I'll be on a permanent contract with **sick pay** and paid holiday. There's even a company **pension scheme** which I can join.

David, why don't you apply? They take on 20 new graduates each year. It would be right up your street.

Best wishes,

Dan.

2. Read the text and decide which answer (A, B, C or D) best completes each collocation or fixed phrase.

Have you ever stopped to ask yourself why it is that we work? Is it the **satisfaction** of a job well done, or the sense of **achievement** behind the **clinching** of an important deal? Is it the human **interaction** with other people perhaps? Or is it that work is power and a sense of status? This is the view of those who have either **attained** these elusive goals, or feel aggrieved that nobody has yet recognised their leadership **qualities**.

3. Complete each space in the text with a word formed from the word in capitals.

1. PRODUCT 2. INVEST 3. QUALIFY 4. EXPERT 5. ACT 6. REPRESENT
7. ECONOMY 8. CONSULT 9. STREAM 10. CLEAR

This year, **production** in the factory has suffered because of a lack of expert technical knowledge. As a result we have made very substantial **investments** in sending employees on training courses. The fact remains that it is becoming increasingly difficult to get skilled labourers with the right **qualifications**, experience, and above all, **expertise**. The company has also suffered this year from the industrial **action** in November, which saw 340 union members walk out in a pay dispute. Union **representatives** eventually sat down with management and negotiated a 4 per-cent pay rise, but not until 5 working days had been lost to the strike. As a result of such problems we recognise the need to **economise** in certain areas, and, on the advice of our external **consultants**, Prior and Young, we have identified the need for at least 3 departments to be **streamlined**. It is thought that this will mean the loss of between 6 and 10 jobs, though the exact figures and nature of the redundancies will be **clarified** in the next report.

4. Complete each sentence with the most appropriate word from the box.

- a). Nowadays you often find that the top **executive** in a company is a woman.
- b). If you have any problems with your work, talk to the **foreman**.
- c). 'Happy Chips' is the number one **producer** of potato crisps in the country.
- d). I'm starting next week as a **trainee** chef in a large hotel.
- e). Our company is the **agent** for several large insurance companies.
- f). David was not content until he had become a rich **industrialist**.
- g). Our firm is quite a long way ahead of our nearest **competitor**.
- h). With mechanisation it is difficult to find work as an unskilled **labourer**.
- (i) I have been working as a used car **dealer** for the past six months.
- j). A company should make every **client** feel important.

5. Match the descriptions (a-j) with the explanations (1-10).

- a). Jane was headhunted by a multinational company.
- 5. She was offered a better job.
- b). Pam is at the end of her tether.
- 9. She has run out of patience.
- c). Mary's assistant was given the sack.
- 7. She was dismissed.
- d). Jean really has her nose to the grindstone.
- 3. She's working hard.
- e). Sue was given a golden handshake.
- 8. She received a cash bonus on leaving her job.
- f). Helen took on a new secretary.
- 10. She gave someone a job.

g). Ann is on the go all day.

1. She is always busy.

h). Brenda was overlooked.

4. She didn't get promoted.

i). Judith has made good.

6. She has become successful.

j). Pauline's boss keeps her on her toes.

2. She doesn't have the chance to become complacent.

6. Using the notes as a guide, complete the letter. Use one or two words in each space. The words you need do not appear in the notes.

Dear Miss Baxter,

Please find enclosed a copy of your contract. The contract will give you more details, but I have a list of questions from you. I am not sure if a colleague of mine has already replied to you. If so, please forgive the duplication.

You are **eligible** for the company's pension scheme.

You are **entitled to** 25 days' holiday.

The salary is not **negotiable**.

All employees must be smartly **dressed**.

The working day will **start** at 9.00 and finish at 5.00.

There is no **overtime** payment in respect of this position.

Any **absence** of more than three days must be explained by a doctor's **certificate**.

This contract may be **terminated** at any time by you, but one month's **notice** must be given in writing of your intention to do so.

Yours sincerely,

Jane Fielding,

Human Resources Manager.

7. Match each idiom on the left with its definition on the right.

1. tie up loose ends — e. finish off final little tasks
2. come to light — h. be discovered
3. give something a shot — b. try something
4. get to grips with something — a. understand and deal with something
5. make do — g. manage with something of worse quality
6. to be on the safe side — d. just in case
7. wave a magic wand — c. find an easy solution
8. get to the bottom of something — f. uncover the truth

8. Complete each of these idioms with one word.

1. I've been busy at work, but I can see the light at the end of the **tunnel** now.
2. Sarah wanted to **wave** a magic wand and make her son happy again.
3. Just wait while I tie up these **loose** ends, then I'll go to the match with you.
4. When her parents gave her some money, it was like the answer to her **prayers**.
5. I've never tried yoga before, but I'd be happy to give **it** a shot.
6. The job isn't in the **bag** till you've had an offer in writing.
7. This research may shed fresh **light** on the causes of asthma in children.
8. As I listened to the evidence, everything began to **fall** into place.

9. Complete each sentence with an idiom from the box. Make any other necessary changes.

1. I'd like to try that new bowling alley. Let's **give it a whirl** this evening.

2. I'm finding it quite hard **to get to grips with** my new role at work.

3. When the business failed, Paul vanished, leaving his partner **to pick up the pieces**

4. Some important new evidence **has come to light** in the last few days.

Or: Some important new evidence **has been brought to light** in the last few days.

5. I hope that we'll be able **to get to the bottom of** what's been going on.

6. New medical research **has shed light on** the causes of heart attacks.

Or: New medical research **is shedding light on** the causes of heart attacks.

7. As soon as I met Joshua's family, everything **fell into place**

8. In the investigation into their accounts, a number of errors **have been brought to light**.

Or: In the investigation into their accounts, a number of errors **have come to light**.

10. Match each statement on the left with the most likely response on the right.

1. I'll wash your car for you! — c. You're the answer to my prayers!

2. Let's go home now. — d. Soon. I've still got some loose ends to tie up.

3. The job's in the bag! — e. I hope you're right!

4. We'd better take umbrellas. — a. OK, just to be on the safe side.

5. Can you make do with a pencil? — f. Sure, that'll do fine.

6. We just don't know what to do! — b. If only I could wave a magic wand!