ENGLISH A2 · UNIT 7 · VOCABULARY Name: _____ Date: _____

Jobs, applications and interviews

Focus: vocabulary: applying for a job (apply, CV, employer, vacancy, promotion, quit)

JOBS, APPLICATIONS AND INTERVIEWS

apply application CV interview employer employee qualifications skills experience reference advert vacancy position contract promotion overtime pay rise retire unemployed self-employed career earn hire quit responsible

1 Match the words and the definitions.

1. CV	a. A better position at your company.
2. employer	b. Stop work at about sixty-five.
3. vacancy	c. An email about you from your old boss.
4. promotion	d. You work for this person or company.
5. overtime	e. A job for a new worker at a company.
6. reference	f. A list of your education, jobs and skills.
7. retire	g. Without a job.
8. unemployed	h. Extra hours of work.

2 Complete the sentences with words from the box.

Example: Lena wants a new _____ in a bigger company. → position

1. There is an _____ for a cook in the newspaper.
2. You can _____ for the position on the company website.
3. The _____ is on Monday at ten, so please bring your CV.
4. Sara has got twenty years of _____ as a nurse.
5. The company gave all staff a _____ of fifty pounds a month.
6. Nina _____ her job last week because the salary was bad.
7. Lucy is _____ for safety in the warehouse.
8. Send copies of your _____ with your CV, for example your degree.
9. Tom has no qualifications, but his computer _____ are very good.
10. The company wants to _____ three new drivers in May.
11. Aram has a small shop. He is _____, so he has no boss.

ANSWER KEY

1 1 f, 2 d, 3 e, 4 a, 5 h, 6 c, 7 b, 8 g **2** 1 advert, 2 apply, 3 interview, 4 experience, 5 pay rise, 6 quit, 7 responsible, 8 qualifications, 9 skills, 10 hire, 11 self-employed

ڈاؤن لوڈ کرنا، پرنٹ کرنا اور گھر میں، کلاس میں یا کہیں بھی استعمال کرنا مفت ہے۔