

Vocabulary	jobs	Speaking	introductions
Grammar	present simple <i>there is / there are</i>	Pronunciation	silent letters
Reading	a job profile	Writing	a description
Listening	interviews	ICT	a mind map

Vocabulary I'm a chef

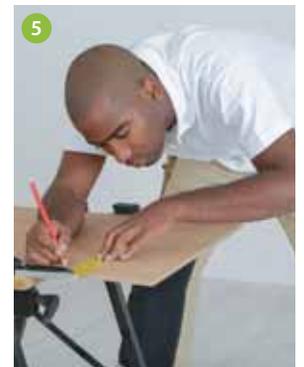
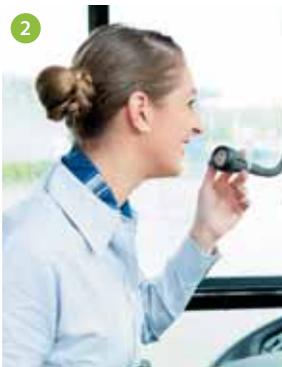
Vocabulary revision

firefighter chef electrician gardener
 hairdresser painter mechanic
 receptionist waiter

1. Look at the **Vocabulary revision** box and complete the sentences in your notebook.

1. A serves food in a restaurant.
2. A cooks food in a restaurant.
3. An checks electrical equipment.
4. A gives people information in a hotel.

2.  Match photos 1–5 with words in the box in your notebook. What do the other words mean? Listen and repeat.



3. Write the correct options in your notebook.

1. / work in an office.
2. A / creates websites.
3. A / fixes problems with water pipes.
4. A / makes things from wood.
5. An / works in a hospital.

4. Write the jobs in your notebook.

1. I advise clients on face and body treatments. I'm a .
2. I take care of people who are sick. I'm a .
3. I show places to tourists. I'm a .
4. I work with food but I'm not a chef. I'm a .
5. I repair and build houses. I'm a .
6. I sell things and help customers. I'm a .

admin assistant beauty therapist builder carpenter auxiliary nurse
 kitchen assistant plumber shop assistant tour guide web designer

Grammar I work in an office

1. Read Lucia's profile. Then look at the *Remember!* box. Complete sentences 1–4 in the blue box about Lucia's office in your notebook.

Use *there is / there are* or *some / any*.

Remember!

How many shops are there?

There's one shop.

There are four shops.

There are some shops.

There aren't any shops.

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Lucía González Martín (customer service assistant)

Summary

I work in the customer service department of a travel agency. There are six different language teams in my office. I'm part of the Spanish team. There are seven of us. Sometimes there are some problems with the website. I speak to clients on the phone and help them to solve booking problems. I usually bring my own food because there aren't any restaurants near the office. I work in the afternoon. There's a gym nearby and I often go swimming in the morning before work.

1. six language teams.
 2. There are booking problems.
 3. a booking webpage.
 4. There aren't restaurants nearby.

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2. Read Lucia's profile and answer with *Yes, there is / are* or *No, there isn't / aren't* in your notebook.

- Is there a Spanish team in the company?
- Are there more than eight people in Lucia's team?
- Are there any problems with the website?
- Are there any booking problems with clients?
- Is there a place to eat near Lucia's office?
- Are there any sports facilities nearby?

3. Look at the grammar tables and answer the questions in your notebook.

- How do you make the negative form with *you* and *she*?
- Which is the correct order of the words in a question?

Present simple

Affirmative	Negative
I work	I don't work
You work	You don't work
He works	He doesn't work
She works	She doesn't work
It works	It doesn't work
We work	We don't work
You work	You don't work
They work	They don't work

Present simple

Questions	Short answers
Do I work?	Yes, I do
Do you work?	No, you don't
Does he work?	Yes, he does
Does she work?	No, she doesn't
Does it work?	Yes, it does
Do we work?	No, we don't
Do you work?	Yes, you do
Do they work?	No, they don't

4. Complete the questions with *Do* or *Does* in your notebook.

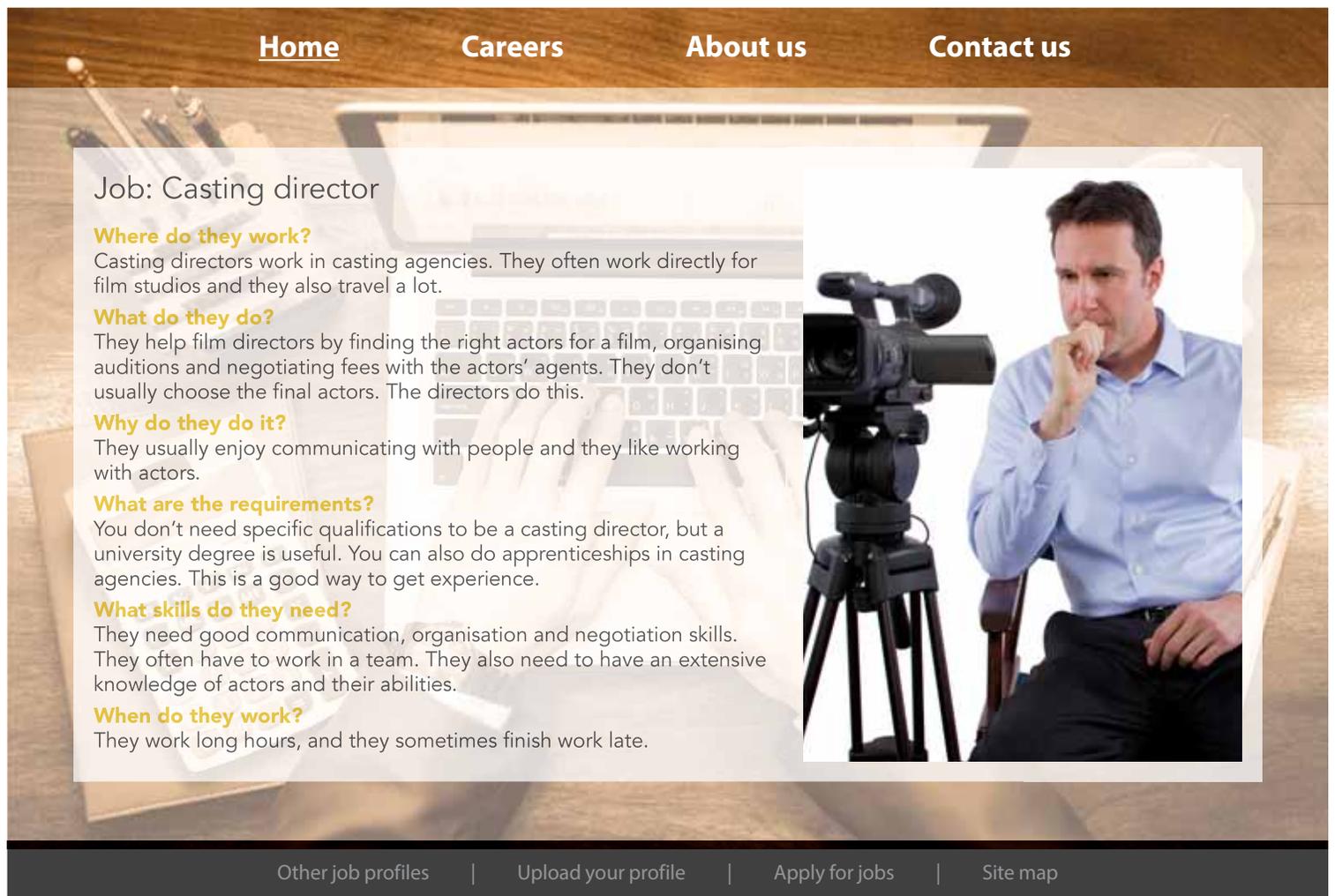
1. the six language teams work at the same place?
2. Lucía work in the French team?
3. clients call Lucía to solve booking problems?
4. Lucía work in the afternoon?

5. Match the answers a–d with the questions in exercise 4 in your notebook.

- a. No, she doesn't.
- b. Yes, they do.
- c. Yes, she does.
- d. No, they don't.

Reading A job profile

1.  Read and listen. What does a casting director do?



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Job: Casting director

Where do they work?
Casting directors work in casting agencies. They often work directly for film studios and they also travel a lot.

What do they do?
They help film directors by finding the right actors for a film, organising auditions and negotiating fees with the actors' agents. They don't usually choose the final actors. The directors do this.

Why do they do it?
They usually enjoy communicating with people and they like working with actors.

What are the requirements?
You don't need specific qualifications to be a casting director, but a university degree is useful. You can also do apprenticeships in casting agencies. This is a good way to get experience.

What skills do they need?
They need good communication, organisation and negotiation skills. They often have to work in a team. They also need to have an extensive knowledge of actors and their abilities.

When do they work?
They work long hours, and they sometimes finish work late.

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2. Write *True* or *False* in your notebook.

1. Casting directors don't travel a lot.
2. They communicate with actors' agencies.
3. They don't always need a university degree.
4. They never finish work late.

3. Answer the questions in your notebook.

1. Where do casting directors work?
2. Do they negotiate fees with actors?
3. Who do they like working with?

4. Why do they do apprenticeships?

5. Does a casting director need to have good organisation skills?

4. Order the words to make questions in your notebook. Then write your answers.

1. time / do / What / finish / you / school / ?
2. have / Where / do / you / lunch / ?
3. after school / do / What / you / do / ?
4. city centre / you / go / When / do / to the / ?

Listening Interviews

1. Match photos 1–5 with the words in the box below in your notebook.

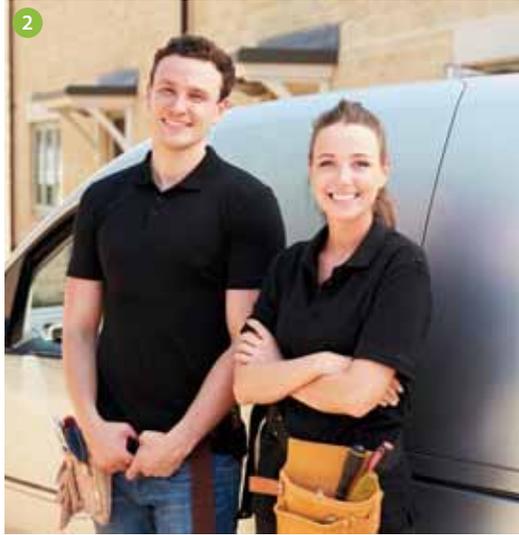
waxing

facial

pipes

plumber's tools

plumber's van



2. Listen and check your answers.

3. Read the sentences. Do you think they are *True* or *False*? Discuss with a partner.

1. Beauty therapists perform beauty treatments.
2. Beauty therapists book appointments.
3. Beauty therapists make clients feel good.
4. Plumbers don't use many different tools.
5. Plumbers don't usually drive a van.

4. Listen to an interview with Joanne and Mike. Check your answers from exercise 3.

5. Listen again. Write the correct options in your notebook.

1. There **are / aren't** a lot of different beauty treatments.
2. Joanne's favourite part of the job is **booking the appointments / meeting the clients**.
3. Mike's plumbing apprenticeship is **two / four** years long.
4. Mike **doesn't drive / drives** the plumber's van.
5. Mike **likes / doesn't like** fixing problems.

Speaking

Introductions

1.  Listen to the dialogue and answer the questions.

1. Do Michael and Jane know each other?
2. Why are Jane and Michael at the hospital?
3. Do they study at the same place?

2. Complete the dialogue in your notebook using the words in the box below. Listen and check your answers.

want to Enjoy Nice experience meet

Michael: (1) to meet you, Jane. My name's Michael.

Jane: Hi, I'm Jane. What's your name?

Michael: Not exactly. I'm on a work (3) here. I want to be an auxiliary nurse. What about you?

Jane: Pleased to (2) you, too. Are you new at the hospital?

Michael: I study at the local Nursing School in Liverpool. What about you?

Jane: I'm a surgery resident. So, where do you study?

Jane: I go to the Royal School of Medicine in Manchester. I (4) become a paediatric surgeon. This is my second year here. I love it! Everybody is very friendly and hard-working.

Michael: That sounds great!

Jane: (5) your training, Michael. Good luck!

Michael: Thank you, Jane. See you!

3. Listen again and repeat the dialogue.

4. Match the questions 1–4 with the answers a–d in your notebook.

1. What's your name?
 2. Are you here on work experience?
 3. And you?
 4. What school do you go to?
- a. Yes, I am. d. Yes, I'm on a work experience to be a web designer.
- b. I'm Kate.
- c. Sharples High School.

5. Act out the dialogue with a partner. Use your own ideas and choose different jobs.

6. Swap roles and repeat the dialogue.

Hi, I'm Paula.
What's your name?

Nice to meet you, Paula.
My name's Álvaro.

Integrated skills: An audio technician

7. Complete the description in your notebook. Use the words in the box.

meets hasn't got studies there are works

Natalie is an audio technician. She (1) in studios and on film sets and she also (2) a course to learn about a new recording programme. She likes her work and (3) a lot of advantages. She (4) a lot of famous people! But she (5) a fixed timetable and she works long hours.

8.  Listen and check your answers.

9. Work with a partner. Imagine one of you is an interviewer and the other is Natalie. Ask and answer questions using the words in the box.

What ... do? Where ... ?
Do ... like...? Why ... like ... ? When... finish?

10. Act out your dialogue.

What do you do, Natalie?

I'm an audio technician.

Pronunciation Silent letters

1.  Many letters in English can be silent. Listen to these words. The letters in red are silent. Repeat.

plumber know listen
hour walk could

2.  Write these words in your notebook. Listen and circle the silent letters.

what knee Christmas answer castle

3. Say these words out loud. Don't pronounce the silent letters in red!

right Wednesday half
business island knife

4. Work with a partner. One of you says a word with silent letters and the other spells it out. Swap roles.

Writing A description

1. Read Oliver's description of a typical day at work and answer the questions in your notebook.

- a. What does Oliver do? b. When does he work?



I get up at 6:30. I have my breakfast at home and then go to work on foot. I don't work in an office. I'm a dog walker and I work outside! I usually walk the dogs in the park. That's my favourite part of the job! In the mornings I start work at 7:30 and I finish at 12 p.m. There's a café next to the park and I have lunch there every day. In the afternoon I relax, book appointments and talk to clients on my mobile phone. I start work again at about 5 p.m. and finish at 8 p.m. I go to bed at 11 p.m.

2. Write a description of a typical day for you in your notebook. Use the present simple.

Review

Write the answers in your notebook.

Vocabulary

1. Complete the sentences with the words in the box.

auxiliary nurse tour guide shop assistant
builder carpenter

- I'm a . I sell sports equipment in a shop.
- I'm a . I work in construction.
- Ruth is a . She's in Barcelona at the moment with a group of tourists.
- I'm a . I make furniture from wood.
- I'm an . I work in a hospital.

2. Write sentences about these jobs. Use the present simple.

- I'm a plumber. I .
- She's a web designer. She .
- He is a beauty therapist. He .
- We're kitchen assistants. We .
- They are admin assistants. they .

Grammar

3. Complete the sentences with the correct present simple form of the verb in brackets.

- Jack and Jane in a bank. (work)
- We computers at work. (not use)
- A beauty therapist appointments. (not book)
- I letters and reports for my job. (write)
- John the receptionist in our office. (help)

4. Write questions in the present simple.

- what / languages / you / speak?
- you / want to be / a tour guide?
- where / you / study?
- your best friend / go / to the same school as you?

5. Write answers to the questions in exercise 4 that are true for you.

Follow the instructions and create a mind map.

1 Ideas

Look at these statements about mind maps. Decide if they are *True* or *False*.

- A mind map helps you organise your ideas and thoughts.
- There is only one way to do a mind map.
- Mind maps don't have colour.
- Mind maps always have pictures.

2 Investigate

Look at the example mind map below. What do you think the subject is: health or family?

3 Group work

Work in groups of four and create a mind map about a job interview. How do you feel about the interview? What ideas can you put to help you in your interview?

4 Create your map

- You can draw your mind map or create it with Paint or other software. There are many free options online, for example: Mindomo, Spiderscribe, Freemind and XMind.
- Put your main ideas or subject in the middle.
- Use the branches for different sub-ideas and other information.
- Keep your mind map clear and interesting.
- Use colours to organise different parts.

5 Check

Check the texts for:

- capital letters
- spelling
- grammar

6 Share

Share your mind map with the class. Are their mind maps different? Which tool did they use? Did you include pictures and colour?

