

UNIT /07: JOBS, WORK AND STUDY

IN THIS UNIT YOU WILL LEARN HOW TO

- identify words about jobs, work, studying and work experience
- identify words about skills and abilities
- scan for specific information
- use *can* / *can't* and *could* / *couldn't*
- speak about your skills and abilities
- write an email in reply to a summer job advertisement

LEAD-IN

01 Look at the photos. What are the people doing? Write A–D in the boxes.

- A helping the elderly B wearing a uniform C meeting D studying



VOCABULARY: SKILLS AND ABILITIES

02 Read and match the skills and abilities A–J with the pictures, 1–10.

- A write well B talk to new people easily C read a map D play sport well
 E cook many types of food F work for long hours G understand maths easily
 H speak many languages I remember a lot of information J do well in exams

1

2

3

4

5

6

7 PASS
 FAIL

8

9

10

03 In pairs, talk about what skills from the word box in Exercise 2 you are good at and which ones you are not good at.

LISTENING: NOTE COMPLETION EXTENSION

04 You are going to listen to a radio advertisement about a TV programme called *Before They Were Famous*. In pairs, read the notes once quickly. Think about what information could be missing.

Before They Were Famous: Jack Riley, famous 1 _____

TV Programme details

Day: 2 _____

Channel: 3 _____ Time: 4 _____

Jack's life before he was famous

left school at the age of 5 _____

failed exams in both 6 _____ and 7 _____

got a job in an 8 _____ restaurant near his home.

trained to be a chef in 9 _____

Jack's life now

has presented a radio show called 10 _____ since 2006.

wrote his first bestselling cookbook in 11 _____

worked as head chef at *The Lemon Grove* between 12 _____ and

13 _____

married with 14 _____ children.

05 Now, listen to the radio programme and complete the notes.

TIP 02

Skills and abilities are very similar. They both talk about what you are able to do. Skills are things you learn but abilities are things you learn or are already able to do. In this unit, we will look at them as being the same idea.

TIP 04

As you read through the notes, try to predict which information could be missing. Then, when you listen, you will already know what type of information to listen out for. Information could include:
 numbers: dates, times, years, ages
 words: nouns, names, adjectives
 Note that if the answer is a number, you can avoid spelling mistakes by writing the figure and not the word, e.g. you could write 4 and not four.

GRAMMAR: CAN / CAN'T / COULD / COULDN'T

06 Listen again to the radio advertisement in Exercise 5. In pairs, talk about what TV chef Jack Riley could and couldn't do in the past and what he can and can't do now.

07 Complete the table with TV chef Jack's abilities in the box.

understand maths easily write well write books do well in exams
 cook only one type of food cook many types of food work long hours

	Present	Past
Able to	<i>can</i> 1 _____ 2 _____	<i>could</i> 3 _____ _____
Not able to	<i>can't</i> 4 _____ _____	<i>couldn't</i> 5 _____ 6 _____ 7 _____

08 Read the Grammar box. Then, complete the dialogue using *can / can't / could / couldn't*.

Present Ability	Past ability
We use <i>can</i> to talk about what we are able to do now.	We use <i>could</i> to talk about what were able to do in the past
We use <i>can't</i> or <i>cannot</i> when we want to say that we are not able to do something.	We use <i>couldn't</i> or <i>could not</i> when we want to say that we were not able to do something in the past.
Questions <i>Can you read a map?</i> <i>What sports can you play?</i>	Questions <i>Could you read a map?</i> <i>What sports could you play?</i>

A Tell me about what you think your skills and abilities are.
 B Well, I have a good memory. I 1 _____ remember lots of information, which is really useful when I'm studying for my exams.
 A That's really helpful. How about sport? Are you good at it?
 B No, not really. I 2 _____ really play sport that well. When I was younger, I 3 _____ play badminton a little bit, but I stopped because I found it boring.
 A What skills do you want to learn?
 B I'd like to be better at making friends. When I was a child, I 4 _____ talk to new people at all. I'm a little better now, but I'm still quite shy. Other skills I'd like to improve on are my cooking skills. In the past, I 5 _____ cook anything very well without burning it, but I've been taking cooking classes and I 6 _____ cook many different types of food, like curry, risotto and sweet and sour chicken. My next challenge is to learn how to make sushi – I love Japanese food!

SPEAKING: DESCRIBING SKILLS AND ABILITIES

09 Look at the questions about skills and abilities. Write down three more questions about skills and abilities.

Think about the grammar you will use, including *can / can't / could / couldn't*.

Skills and abilities questionnaire

- 1 What are your best skills and abilities?
- 2 What skills do you want to learn?
- 3 What skills and abilities did you have when you were younger?
- 4 What skills and abilities did you **NOT** have when you were younger?

10 You are going to speak about your skills and abilities, and ask and answer the questions in Exercise 9. Before you speak, spend one minute preparing what you could say and make notes.

Try to add more information about your answer and don't give short answers. You can give reasons or examples. Use *because* for reasons and *for example / like* for examples.

11 Now, in small groups, ask and answer the questions in Exercise 9. As you speak, write down the other students' answers.

Questions	Student 1	Student 2
1 What are your best skills and abilities?		
2 What skills do you want to learn?		
3 What skills and abilities did you have when you were younger?		
4 What skills did you NOT have when you were younger?		

VOCABULARY: WORK EXPERIENCE

12 Match the summer jobs in the box to photos 1–5.

lifeguard sales assistant sports coach video game designer helping elderly people



READING 1: TRUE, FALSE, NOT GIVEN

13 Read the introduction to a text about summer jobs. In pairs, answer the questions.

SUMMER JOBS

Helen Green is a careers advisor who works with teenagers and young adults. In this article, she explains how young people can use their summer holidays to get some work experience.

- 1 What do you think a career advisor does?
- 2 What will she do in this article?

14 Now, take two minutes only to read the article once quickly. Then, answer the questions.

- 1 Why is it good for young people to get a summer job or do a short course?
- 2 How many different types of summer jobs does Helen Green write about?

TIP 14

Reading the text quickly (or 'skimming' the text) will help you to understand the main ideas.

GETTING A SUMMER JOB

A summer job will give you the chance to earn money and get some work experience, as well as learn new skills. Many teenagers think that it will be difficult to find a job because they don't have as much experience as an adult. However, that's not the case at all. Many employers like to give jobs to young people because they have lots of energy and enthusiasm. Before you apply for a job, make a list of the skills you have so you can write them on your application form. **Not sure which job would be best for you? Here are some ideas to get you started.**



BE A SPORTS COACH AT A SUMMER CAMP

Can you play football, basketball or tennis? Are you good at teaching people new skills? Then this could be the job for you. Working as a sports coach allows you to spend time outside, play the sports you love and get paid for it! It will give you useful experience of working with young people, which is ideal if you are thinking of doing a teaching course in the future.

HELP ELDERLY PEOPLE IN YOUR TOWN

Working with elderly people is a really good way of helping others while giving something back to the community. You will help elderly people who can't go to the supermarket, so having a car would be very useful. However, if you don't there are a lot of other things that you can do. You can help them use computers, clean their homes, do the gardening and simply be there to keep them company. Contact your local care home to find out about opportunities for summer work.

WORK IN FASHION

How about working in a designer clothes store during your summer holiday? There are plenty of opportunities to use a variety of skills. You can use your fashion knowledge to help people choose the right outfit or use your knowledge of technology to show people how the latest designer smart watch works. This type of job is often very sociable as sales assistants will need to speak to customers and with other members of staff. It is a good opportunity to work as part of a team.



BE A LIFEGUARD AT YOUR LOCAL SWIMMING POOL

Being a lifeguard is an excellent choice if you want to become more confident and develop your decision-making skills. To get a job as a lifeguard, you need to take a swimming test and get a certificate. You also need to do a short training course. In the summer months, local swimming pools are often busier and are open for longer, so there will be a lot of lifeguard jobs available, but you might have to work long hours on some days of the week.



LEARN TO BE A DIGITAL DESIGNER

Are you interested in computers and learning how to design computer games? You probably won't be able to find a job in an IT company, but many of them have training programmes for young people during the summer holidays where they can learn a wide range of IT skills. This is a great choice for anyone who is thinking of studying a computer-related course at university. These courses and jobs are very popular these days, so it will definitely be useful to get some experience!



13 Read the introduction to a text about summer jobs. In pairs, answer the questions.

SUMMER JOBS

Helen Green is a careers advisor who works with teenagers and young adults. In this article, she explains how young people can use their summer holidays to get some work experience.

- 1 What do you think a career advisor does?
- 2 What will she do in this article?

14 Now, take two minutes only to read the article once quickly. Then, answer the questions.

- 1 Why is it good for young people to get a summer job or do a short course?
- 2 How many different types of summer jobs does Helen Green write about?

TIP 14

Reading the text quickly (or 'skimming' the text) will help you to understand the main ideas.

GETTING A SUMMER JOB

A summer job will give you the chance to earn money and get some work experience, as well as learn new skills. Many teenagers think that it will be difficult to find a job because they don't have as much experience as an adult. However, that's not the case at all. Many employers like to give jobs to young people because they have lots of energy and enthusiasm. Before you apply for a job, make a list of the skills you have so you can write them on your application form. **Not sure which job would be best for you? Here are some ideas to get you started.**



BE A SPORTS COACH AT A SUMMER CAMP

Can you play football, basketball or tennis? Are you good at teaching people new skills? Then this could be the job for you. Working as a sports coach allows you to spend time outside, play the sports you love and get paid for it! It will give you useful experience of working with young people, which is ideal if you are thinking of doing a teaching course in the future.

HELP ELDERLY PEOPLE IN YOUR TOWN

Working with elderly people is a really good way of helping others while giving something back to the community. You will help elderly people who can't go to the supermarket, so having a car would be very useful. However, if you don't there are a lot of other things that you can do. You can help them use computers, clean their homes, do the gardening and simply be there to keep them company. Contact your local care home to find out about opportunities for summer work.



WORK IN FASHION

How about working in a designer clothes store during your summer holiday? There are plenty of opportunities to use a variety of skills. You can use your fashion knowledge to help people choose the right outfit or use your knowledge of technology to show people how the latest designer smart watch works. This type of job is often very sociable as sales assistants will need to speak to customers and with other members of staff. It is a good opportunity to work as part of a team.



BE A LIFEGUARD AT YOUR LOCAL SWIMMING POOL

Being a lifeguard is an excellent choice if you want to become more confident and develop your decision-making skills. To get a job as a lifeguard, you need to take a swimming test and get a certificate. You also need to do a short training course. In the summer months, local swimming pools are often busier and are open for longer, so there will be a lot of lifeguard jobs available, but you might have to work long hours on some days of the week.

LEARN TO BE A DIGITAL DESIGNER

Are you interested in computers and learning how to design computer games? You probably won't be able to find a job in an IT company, but many of them have training programmes for young people during the summer holidays where they can learn a wide range of IT skills. This is a great choice for anyone who is thinking of studying a computer-related course at university. These courses and jobs are very popular these days, so it will definitely be useful to get some experience!



15 First, read the question. Then, read the Exam strategy box about answering True / False / Not Given questions.

- 1 Helen Green thinks that it is difficult for young people to find a summer job.
 A True B False C Not Given

Answer: B (She says it's not the case at all.)

Exam Strategy: answering True, False or Not Given questions

- 1 Read the statement very carefully.
- 2 Highlight the key words in the statement.
Helen Green thinks that it is difficult for young people to find a summer job.
- 3 Find the paragraph in the text with the information about this statement.
Getting a summer job
 A summer job will give you the chance to earn money and get some work experience, as well as learn new skills. Many teenagers think that it will be difficult to find a job because they don't have as much experience as an adult. However, that's not the case at all.
- 4 Scan the text for the key words you highlighted in the statement. Watch out for 'synonyms' (different words with the same meaning), e.g. *young people = teenagers*.
- 5 Use the exam strategy information to decide whether the statements are True, False or Not Given.

TIP 15

If the exact information in the statement is not mentioned in the text, then the answer is **Not Given**.

16 Read the article in Exercise 14 again and use the exam strategies in Exercise 15 to answer the questions. Choose the correct answer, A, B or C.

- 1 Young people should give employers information about what they can do.
 A True B False C Not Given
- 2 Sports coaches at a summer camp don't get paid very much money.
 A True B False C Not Given
- 3 You need to have a car to get a job working with older people.
 A True B False C Not Given
- 4 Young people who work in designer clothes stores can help customers decide what to buy.
 A True B False C Not Given
- 5 Sales assistants in designer fashion stores shouldn't talk to other staff members at work.
 A True B False C Not Given
- 6 You only need to get a certificate, to get a job as a lifeguard.
 A True B False C Not Given
- 7 In the summertime, lifeguards often need to work in the evenings or at the weekend.
 A True B False C Not Given
- 8 Many IT companies offer jobs to young people in the summer.
 A True B False C Not Given

WRITING: AN EMAIL FOR A SUMMER JOB

17 Read an email you received with an advertisement about summer jobs. In pairs, read the task and discuss what you could write in your email.

If you are interested in applying for one of our summer jobs, fill in an application form with your details and which job you want to do, and send it to me Simon Stone, summer job co-ordinator.

In your application, you should:

- say which job you are interested in.
 - say what skills and abilities you have.
 - say what skills you didn't have in the past but you do have now.
- Write your email in about 60–80 words.

18 Look at the student's email replying to the summer jobs advertisement. What job does she want to do?



19 Now, read Laura's email again in Exercise 18. In the table, tick ✓ the features she uses in her email.

Feature	✓
She says which job she is interested in.	<input checked="" type="checkbox"/>
She says what skills she has.	<input type="checkbox"/>
She says what skills she didn't have in the past but does now.	<input type="checkbox"/>
She uses a good structure – greeting to start the email and ends with her name.	<input type="checkbox"/>
She uses the correct and appropriate grammar.	<input type="checkbox"/>
She only talks about the information in the instructions.	<input type="checkbox"/>
She uses the correct number of words.	<input type="checkbox"/>

20 You are going to write an email to Simon Stone. You can choose one of the summer jobs from Exercise 14. In your email, you should:

- use a greeting to start and a polite ending – to help the reader, you can use separate paragraphs for some of the separate points in the instructions.
- write the correct number of words (60–80).
- write about all parts in the instructions – **DO NOT** add anything extra.
- check your writing for mistakes – think about how you use **can / can't / could / couldn't**.

21 Write your email to Simon Stone.

22 In pairs, compare your emails from Exercise 21. Complete the table and give advice to each other about how you can improve your emails.

Feature	✓ ?
He/She says which job he/she is interested in.	
He/She says what skills he/she has.	
He/She says what skills he/she didn't have in the past but does have now.	
He/She uses a good structure – he/she starts with a greeting and ends with his/her name	
He/She uses correct and appropriate grammar.	
He/She only talks about the information in the instructions.	
He/She uses the correct number of words.	

 **GO FURTHER ONLINE**



GRAMMAR AND VOCABULARY

01 Match the two halves of the sentences.

- 1 John works many hours, but he doesn't mind because he
- 2 Julia learnt Spanish very quickly this year. I think it is because she
- 3 I have improved a lot. I got top marks for my essay, but just a year ago, I
- 4 Jim's results are really impressive and he didn't even study that much. He
- 5 In the job interview, it's important that you don't forget anything.
- 6 Matteo will become a chef one day, I think. He
- 7 Sandra is very popular and has so many friends. It's difficult to believe that she
- 8 I know it is simple but I need to use my calculator because I
- 9 Joseph is really good at football, tennis and basketball.
- 10 Lucy is late. I think she is lost. She

- A can cook many types of food.
- B could already speak two other languages.
- C can't understand maths very easily.
- D couldn't even talk to new people easily a few months ago.
- E Can you remember a lot of information?
- F can finish early on Fridays.
- G couldn't even write very well.
- H Could he play sport well when he was a child, too?
- I can't read maps very well.
- J can just do very well in exams.

02 Complete the sentences using the correct form of the verbs in the box.

get learn(x2) teach pass start (x2)
fail take(x2) finish study

- 1 I _____ my driving test last month. Now, I drive to school every day.
- 2 My older sister is _____ law. When she _____ university, she wants to be a family lawyer.
- 3 I think that it is difficult for young people to _____ a good job without experience.
- 4 My father _____ me how to cook when I was a child.
- 5 I didn't _____ how to play a musical instrument when I was younger. I would like to _____ piano lessons, but they are very expensive.
- 6 Many students _____ the exam. They will _____ it again next month.
- 7 I _____ my computer course last week. I want to _____ how to design my own website.
- 8 My friend is _____ her new job tomorrow. She feels a bit nervous.

03 Match the jobs in the box with the pictures.

waiter chef lifeguard shop assistant receptionist teacher cleaner doctor



04 Complete the missing information in the jobs advertisement using the words in the box.

experience friendly and helpful sports, art or music energy
long hours speak another language hard-working weekend

SUMMER JOBS FOR STUDENTS

Waiter/Waitress needed for popular Italian restaurant. You do not need to have
1 _____ of working in a restaurant, but you should be
2 _____ and happy to work in a team. You will work
3 _____ especially at the weekends when we are very busy.

Receptionist for busy city hotel, who can
4 _____ (French, German or Spanish). You should be 5 _____ to guests and tell them any information that they need about tourist attractions, local restaurants and transport in the city.

Summer Camp Leaders to teach children
6 _____ at a summer camp. You should have a lot of 7 _____ because you will spend all day with the children. You will need to work weekdays and at the 8 _____, but you will have one day off each week.

05 Complete the sentences with the prepositions, *in / on / at*.

- My brother is working as a lifeguard _____ the swimming pool.
- My cousin studies nursing _____ university.
- I wouldn't like to work _____ a restaurant. I think it would be too stressful.
- I'm not working _____ Monday. It is my day off.
- My friend wants to be a chef _____ a top restaurant.
- I was _____ work yesterday, so I didn't watch the football match on TV.
- I usually finish work _____ five o'clock.

06 Complete the categories with the correct words from the box.

waiter receptionist tables rooms chef guests cash desk
clothes meal lift cleaner changing rooms shop assistant

Restaurant	Hotel	Shop

07 Read the conversation and underline the correct option.

- A 1 You can / You can't / Can you play sport?
B Yes, 2 I can / I can't / can I play basketball. Are you good at sport?
A Not really, 3 I can / I can't / can I play many sports, but I like watching them on TV.
B How many languages 4 you can / you can't / can you speak?
A Four. 5 I can / I can't / can I speak English, Russian, Chinese and Thai.

08 Complete the sentences using *can / can't / could / couldn't*.

- I'm doing well at school. I got top marks for my English essay. I think it's because I _____ write really well.
- I got a bad mark in my exams. My problem is that I _____ remember facts.
- I was nervous last year in my science exam that I _____ remember a thing.
- I did really badly in my history exam last summer. I didn't do enough homework so I _____ understand the subject very well.

09 Read the email and decide if the use of *can / can't / could / couldn't* is correct ✓ or incorrect X. Correct the mistakes.

Dear Simon,
I'm interested in the lifeguard job this summer.
1 I **could** swim very well. 2 I **couldn't** swim when I was a child but I learnt when I was 12.
3 I **can** also remember lots of information and instructions very well.
I have some questions about the lifeguards you had last year. 4 They **could** talk to new people easily? 5 I **can** so I think I am a good choice for this job.
Thanks,
Pablo

- 1 _____ 2 _____ 3 _____
4 _____ 5 _____