

Trabajo y carrera profesional en inglés

Nivel: B1

Aprende las palabras que necesitas para buscar trabajo, hablar de tu sueldo y planear tu carrera. Lee cada palabra y su ejemplo, y después haz los ejercicios. Son palabras de nivel B1 que puedes usar en una entrevista, en un correo o al hablar de tu vida laboral.

Buscar trabajo

vacancy	vacante, puesto libre	There is a vacancy for a driver at our company.
apply	solicitar (un empleo), postularse	I want to apply for a job at a bank.
CV	currículum, currículum vitae	Send your CV to this email address.
interview	entrevista (de trabajo)	I have a job interview on Monday.
qualification	título, cualificación	She has a qualification in teaching.
experience	experiencia	He has two years of experience as a cook.

Sueldo y contratos

salary	sueldo, salario	Her salary is good, so she can save money.
raise	aumento de sueldo (*pay rise*, en inglés británico)	My boss gave me a raise last month.
contract	contrato	I signed a contract for one year.
full-time	de jornada completa, de tiempo completo	He has a full-time job, so he works every day.
part-time	de media jornada, de tiempo parcial	She has a part-time job and works three days a week.
overtime	horas extra	We have worked a lot of overtime this month.

Pasos de una carrera

career	carrera profesional, trayectoria	She has had a long career in teaching.
promotion	ascenso, promoción	He has worked hard, so he wants a promotion .
training	formación, capacitación	New workers do two weeks of training .
resign	dimitir, renunciar	She decided to resign because she wanted a new start.
retire	jubilarse, retirarse	My uncle will retire when he is 65.
unemployed	desempleado, desempleada, en paro	He has been unemployed for three months.

En el lugar de trabajo

employer	empleador, empleadora, empresa que contrata	My employer is a small company in London.
employee	empleado, empleada, trabajador, trabajadora	The company has 200 employees .

deadline	fecha límite, plazo de entrega	The deadline for the project is Friday.
meeting	reunión	We have a meeting every Monday morning.
project	proyecto	I have been working on this project since June.
task	tarea	My first task is to answer the emails.

Cómo es el trabajo y los trabajadores

stressful	estresante	My job is stressful when we have a deadline.
rewarding	gratificante	Teaching is a rewarding job because you help people.
flexible	flexible	I have flexible hours, so I can start at 8 or 10.
reliable	fiable, confiable, de confianza	A reliable worker comes on time every day.
ambitious	ambicioso, ambiciosa	She is very ambitious and wants to be a director.
workload	carga de trabajo	I have a heavy workload this week.

Ejercicio 1: Une las palabras del trabajo

Une cada palabra con su significado.

1. salary → _____
2. deadline → _____
3. interview → _____
4. promotion → _____
5. retire → _____
6. overtime → _____

dejar de trabajar por la edad el dinero que recibes cada mes el último día para terminar algo
horas extra de trabajo un cambio a un mejor puesto una reunión con preguntas sobre un empleo

Ejercicio 2: Elige la palabra correcta

Elige la respuesta correcta para cada oración.

7. The shop has a ___ for a new cashier. Please apply.
a) vacancy b) deadline c) salary
8. I have a job ___ at 10 o'clock. I hope they give me the job.
a) promotion b) interview c) overtime
9. She has worked as a nurse for six years. She has a lot of _____.
a) contract b) overtime c) experience
10. He works 40 hours a week. He has a ___ job.
a) full-time b) part-time c) unemployed

11. My manager is very _____. He always does what he says.

- a) stressful b) ambitious c) reliable

12. Tom wants to be a director one day. He is very _____.

- a) part-time b) ambitious c) unemployed

13. I am 28 and I did not like my job, so I decided to _____.

- a) resign b) retire c) interview

Ejercicio 3: Completa el hueco

Escribe la palabra que falta.

14. I saw a good job ad, so I want to _____ for the job. (a...)

15. She has worked here for ten years, so she wants a _____ to manager. (p...)

16. We must finish the report by Friday. That is the _____. (d...)

17. He has not had a job since March. He is _____. (u...)

18. I have worked in this office _____ 2019.

19. Her _____ is high, so she can buy a nice flat. (s...)

20. My grandfather is 67. He wants to _____ next year and stop working. (r...)

Soluciones

Ejercicio 1: Une las palabras del trabajo

1. salary → el dinero que recibes cada mes
2. deadline → el último día para terminar algo
3. interview → una reunión con preguntas sobre un empleo
4. promotion → un cambio a un mejor puesto
5. retire → dejar de trabajar por la edad
6. overtime → horas extra de trabajo

Ejercicio 2: Elige la palabra correcta

7. a) vacancy
8. b) interview
9. c) experience
10. a) full-time
11. c) reliable
12. b) ambitious
13. a) resign

Ejercicio 3: Completa el hueco

14. apply
15. promotion
16. deadline
17. unemployed / jobless
18. since
19. salary / pay / wage / income
20. retire