

Work and Careers in English

Level: B1

Learn the words you need to find a job, talk about your pay and plan your career. Read each word and its example, then do the exercises. These words are for B1 learners: you can use them in an interview, in an email or when you talk about your work life.

Finding a job

vacancy	a job that is free and that a company wants to fill	There is a vacancy for a driver at our company.
apply	to ask for a job in a letter or a form	I want to apply for a job at a bank.
CV	a paper that lists your studies, jobs and skills	Send your CV to this email address.
interview	a meeting where a company asks you questions about a job	I have a job interview on Monday.
qualification	a certificate or exam that shows you can do a job	She has a qualification in teaching.
experience	the things you learn from doing a job for some time	He has two years of experience as a cook.

Pay and contracts

salary	the money you get every month for your job	Her salary is good, so she can save money.
raise	more money for the same job	My boss gave me a raise last month.
contract	a paper that says the rules of your job and your pay	I signed a contract for one year.
full-time	for the whole working week, about 40 hours	He has a full-time job, so he works every day.
part-time	for only some hours or days of the week	She has a part-time job and works three days a week.
overtime	extra hours of work after your normal hours	We have worked a lot of overtime this month.

Steps in a career

career	all the jobs that a person does in their working life	She has had a long career in teaching.
promotion	a move to a better job in the same company	He has worked hard, so he wants a promotion .
training	lessons that teach you how to do a job	New workers do two weeks of training .
resign	to leave your job because you decide to	She decided to resign because she wanted a new start.
retire	to stop working because you are old	My uncle will retire when he is 65.
unemployed	without a job, but looking for one	He has been unemployed for three months.

At the workplace

employer	a person or company that gives people work and pays them	My employer is a small company in London.
employee	a person who works for a company and is paid	The company has 200 employees .
deadline	the last day or time to finish something	The deadline for the project is Friday.
meeting	a time when people come together to talk about work	We have a meeting every Monday morning.
project	a big piece of work with a plan and an end date	I have been working on this project since June.
task	one piece of work that you must do	My first task is to answer the emails.

Describing work and workers

stressful	making you feel worried and tired	My job is stressful when we have a deadline.
rewarding	giving you a good feeling because the work is useful	Teaching is a rewarding job because you help people.
flexible	easy to change to fit what you need	I have flexible hours, so I can start at 8 or 10.
reliable	that you can trust to do what you say	A reliable worker comes on time every day.
ambitious	wanting to do very well and get a better job	She is very ambitious and wants to be a director.
workload	the amount of work that you have to do	I have a heavy workload this week.

Exercise 1: Match the Work Words

Match each word with its meaning.

- salary → _____
- deadline → _____
- interview → _____
- promotion → _____
- retire → _____
- overtime → _____

a meeting with questions about a job a move to a better job extra hours of work stop working
because you are old the last day to finish something the money you get every month

Exercise 2: Choose the Correct Word

Choose the correct answer for each sentence.

- The shop has a ____ for a new cashier. Please apply.
a) vacancy b) deadline c) salary
- 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

Exercise 3: Fill in the Blank

Type the missing word.

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...)

Answer key

Exercise 1: Match the Work Words

1. salary → the money you get every month
2. deadline → the last day to finish something
3. interview → a meeting with questions about a job
4. promotion → a move to a better job
5. retire → stop working because you are old
6. overtime → extra hours of work

Exercise 2: Choose the Correct Word

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

Exercise 3: Fill in the Blank

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