

4.2 Vocabulary Careers, personal skills and qualities

Discussion

1 Rank these benefits from the most to the least desirable, in your opinion.

free medical insurance company car luncheon vouchers profit-sharing stock options
sports and social facilities pension plan free accommodation Christmas bonus



Careers and employment

2 Put the events in Josef Gutkind's career in chronological order.

- ☐ 1 Before graduating, Josef **applied for jobs** in twenty companies.
- ☐ Josef **was offered a position** as a management trainee.
- ☐ He **attended a second interview** conducted by a panel of managers.
- ☐ He **found a new job**, but **was dismissed** after arguing with his boss.
- ☐ Two years later he **was appointed** Logistics Manager.
- ☐ He **was short-listed** for a second interview at Wilson Brothers.
- ☐ While he **was unemployed** Josef studied for a master's degree.
- ☐ When Wilson's got into difficulties, Josef **was made redundant**.
- ☐ In his early fifties he **took a sabbatical** to write a book.
- ☐ He **retired from business** and now lives in the south of France.
- ☐ Thanks to his enhanced CV, Josef **was hired by** a firm of consultants.
- ☐ The book was a best-seller, and Josef **resigned from** the firm.

3 Use the expressions in **bold** from the first five sentences above to complete these questions from a job interview. Change the verb form if necessary.

- 1 Could you tell me exactly why you _____ from OQP?
- 2 Was that before or after you _____ Quality Manager?
- 3 After the factory closed, was it difficult to _____?
- 4 Have you _____ jobs in other companies in the area?
- 5 Would you be available to _____ next week?
- 6 How would you feel if we _____ as a product manager?

4 Now correct these sentences from a biography. The words in **bold** have been mixed up.

- 1 Aisha's résumé was impressive; she was **dismissed** without even attending a first interview.
- 2 At the second interview, Aisha did so well that she was **made redundant** on the spot.
- 3 A few years later she wrote her first novel while she was **unemployed**; it sold only 400 copies.
- 4 Aisha was an unconventional journalist who preferred to work at night; after arriving four hours late for a meeting she was **hired**.
- 5 When the editor in her next job refused to publish a controversial article she had written, Aisha immediately offered to **retire** but the editor refused to let her.
- 6 However, when the newspaper was taken over by a larger competitor, Aisha was **short-listed**.
- 7 After difficult times while she was **on sabbatical**, she was finally able to live in comfort when her sixth novel became a best-seller.
- 8 She was 74 when she finally decided to **resign** from writing novels.