

# 4 Careers

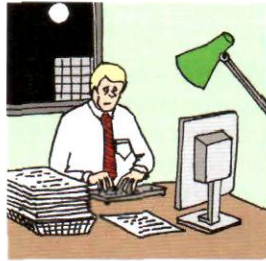
- ▶ job benefits
- ▶ recruitment and employment verbs
- ▶ skills and qualities

## 4.2 Vocabulary Careers, personal skills and qualities

### Discussion

**1** Rank these benefits from the most (9) to the least desirable (1), in your opinion.

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



### Careers and employment

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

#### Part 1

- 1 Before graduating, Josef **applied for** jobs in 20 companies.
- 2 Wilson Brothers **offered** Josef a **position** as a management trainee.
- 3 His first interview was successful and he **was short-listed** for a second interview.
- 4 When Wilson's got into difficulties, Josef was **made redundant**.
- 5 Two years later he **was appointed** Logistics Manager.
- 6 He was invited for an **interview** at Wilson Brothers.

#### Part 2

- 1 In his early fifties he **took a sabbatical** to write a book.
- 2 Josef quickly **found a new job**, but was dismissed after arguing with his boss.
- 3 The book was a best-seller, and Josef **resigned from** the firm.
- 4 While he was **unemployed** Josef studied for a master's degree.
- 5 He **retired** from business and now lives in the south of France.
- 6 Thanks to the masters on his CV, Josef **was hired by** a firm of consultants.

**3** Use appropriate expressions in **bold** from Exercise 2 above to complete these job interview questions. Change the form as necessary.

- 1 Could you tell me exactly why you \_\_\_\_\_ from OQP?
- 2 Were the departments merged 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 If you \_\_\_\_\_ for a second interview, would you be able to come to our head office in London?
- 6 How would you feel if we \_\_\_\_\_ you \_\_\_\_\_ as a product manager?

**4** Now correct these sentences from a biography. The words in **bold** have been mixed up. Put them back in the right places.

- 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.