

16 | Your career

Learning objectives in this unit

- Talking about ambitions and careers
- Revising grammar and tenses
- Saying goodbye
- Giving a personal presentation

Activity

- Ambition!

Starting point

- 1 What are the most popular careers in your country?
- 2 Which careers have the longest training?
- 3 Are there too many graduates in any one career area?
- 4 'A change is as good as a rest.' Do you agree with this idea?

Working with words | Careers

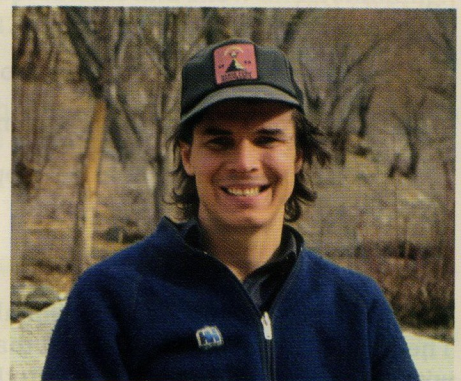
- 1 Read the text and find out which jobs Greg Mortensen does or has done.

How to move a mountain – the story of Greg Mortensen

It's been over fifteen years since Greg Mortensen attempted to climb K2, the world's second highest mountain. At the time, Greg was working as a trauma nurse in the USA, but his adventure in the Himalayas set him on a new **career path**.

During the climb, 50-year-old Greg became ill and lost the rest of his group. He walked to a local village and while recovering there, he realized that the children in the village did not have a proper school. He **made the decision** to return to the USA and **concentrate on** raising money so that a school could be built in the village. When he got home, his life **changed direction** dramatically. He **gave up** his house, lived in the back of his car, and wrote hundreds of letters to celebrities asking for money. However, at first he had little success.

Greg's luck changed when a student in his mother's class in a school in Wisconsin found out that one penny



would buy a pencil for a child in South Asia. Together the class collected more than 62,000 pennies. Next, a Seattle IT specialist saw an article about Greg's experience on K2 and sent him a cheque for \$12,000.

Since then Greg has **spent** six months of every year in the area, building over 60 schools. In 2006 he **completed** a best-selling book, *Three Cups of Tea*, about his adventures.

- 2 Read the text again. Then work with a partner and answer these questions.

- 1 When and where did Greg Mortensen's life change?
- 2 What were his fundraising methods?
- 3 How does Greg spend his time now?

3 Match the words or phrases in bold in the text in 1 to these definitions.

- 1 stopped having or doing _____
- 2 finished _____
- 3 a planned series of jobs or professions _____
- 4 took a different way _____
- 5 decided (to do something) _____
- 6 give all your attention to something _____
- 7 passed (time) _____

4 Work with a partner. Look at the quotations from people talking about their careers. Take turns to use a word or phrase in brackets in the correct form to report what each person said.

*Example: A I chose to go to Oxford and not Cambridge University.
 B He made the decision to go to Oxford and not Cambridge.*

- 1 'I chose to go to Oxford and not Cambridge University.' (make the decision)
- 2 'I finished my studies in 1989.' (complete)
- 3 'I trained in an architect's studio for two years.' (spend)
- 4 'I'm going to study medicine, go abroad for some work experience, do my exams, and qualify as a family doctor.' (career path)
- 5 'I left my job in the city and moved to the country.' (give up)
- 6 'I was studying maths, but I hated it, so I tried drama and became an actor instead.' (change direction)
- 7 'All I want to do is paint.' (concentrate on)

5 73▷ Listen to four people talking about career changes they have made. Which speakers are happy with the change?

6 73▷ Listen again and complete the sentences with one word each.

- 1 Dealing with the public is one of Speaker 1's _____.
- 2 Time management is her greatest _____.
- 3 Speaker 2 joined the army at 16 because he had no _____ plan.
- 4 Speaker 3 studied human resources because she wanted a _____.
- 5 To hold an exhibition of his own pictures was Speaker 4's _____.

7 Match the words and phrases from 6 to meanings 1–5.

- 1 A new and difficult thing that needs effort. _____
- 2 A fault in your character. _____
- 3 The good qualities that you have. _____
- 4 The direction you want to go in your working life. _____
- 5 Something that you really want to do. _____

» For more exercises, go to **Practice file 16** on page 132.

8 Work with a partner. Take turns to talk about your career path, using the ideas below to help you. What do you have in common?

- your strengths and weaknesses
- your career plan
- challenges in your work
- your ambitions

📎 » Interactive Workbook » Glossary

Tip | qualification, degree, and diploma

A *qualification* is an exam you have passed or a course you have completed.

Jack left school with no formal qualifications.

A *degree* is the qualification you receive when you have successfully completed a course at university.

My brother is doing a chemistry degree.

A *diploma* is a shorter and more practical course, often at a college.

Chloe's studying for a diploma in hotel management.

Language at work | Revision of grammar and tenses

1 Read the text. Why do many people decide to change their career path?

Career changes that make a difference

An American university has recently carried out a survey into why people decide to change direction in their career. The results show that 61% of the people interviewed would prefer to do something more useful with their lives. Most of them think that they would have more job satisfaction if they could give something back to the community.

A typical example of this is Jeff Short, whose original aim when he set up his own company was to make money. However, after 18 years running the company, he realized that something was missing in his life. After his company was sold, he joined a teaching programme online and now gives classes in industrial technology at his local high school.

Nowadays there is an increasing number of educational programmes that give people the opportunity to make a difference. Many of them are part-time so that you only have to give up your current job once you become qualified. 'If you go back to studying, you'll find a job that makes you happy,' says the head of one of the programmes. 'Those people who have doubts about their current job should get in touch immediately with their local university to find out what's on offer,' she recommends.

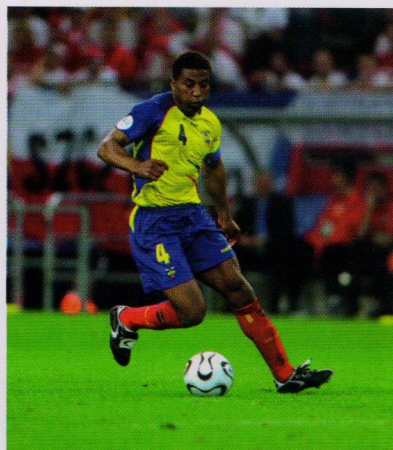
2 Read the text again and find one example of 1–7 below.

- 1 the comparative form of an adjective more useful
- 2 an uncountable noun _____
- 3 a modal verb used to talk about obligation

- 4 the past passive form of a verb _____
- 5 a first conditional sentence _____
- 6 a second conditional sentence _____
- 7 a modal verb used to give advice _____

3 74▶ Listen to part of a business documentary about successful people who give some of their money to good causes and answer the questions.

- 1 What does Ulises de la Cruz do?
- 2 Where does he come from?
- 3 What has he spent his money on?



4 74▶ Work with a partner. Look at the information about Ulises de la Cruz and choose the correct verb form in *italics*. Then listen again and check your answers.

- 1 Several times a week he's *sending* / *sends* money back to his hometown.
- 2 Ulises *grew up* / *'s grown up* in a very poor village in the Chota valley.
- 3 Since then he *set up* / *'s set up* a medical centre.
- 4 At the moment he *builds* / *'s building* a sports and community centre.
- 5 He'll *open* / *'s opening* it at the end of the season if it's finished.
- 6 Next he's *going to build* / *'s building* 40 new homes for the villagers.

» For more information and exercises, go to **Practice file 16** on page 133.

5 Student A, turn to File 33 on page 142. Student B, turn to File 52 on page 145. Take turns to read out a sentence. Your partner must decide if it is right or wrong. If the sentence is wrong, your partner must correct it. Give your partner one point for every correct answer.

6 Work with a partner. Imagine a friend of yours is looking for a job and there is a vacancy in your partner's company which would be perfect for your friend. Tell your partner about your friend and recommend him / her for the job, using the ideas below to help you.

- how you know him / her
- your friend's current job and why he / she wants to leave
- his / her education and qualifications
- his / her previous jobs
- his / her strengths and weaknesses
- his / her ambitions
- his / her plans for the future

Practically speaking | How to say goodbye

1 75▶ Work with a partner. Match ways of saying goodbye 1–4 to responses a–d. Then listen and check your answers.

- | | |
|-------------------------------------|-----------------------------------|
| 1 Bye then. See you on Monday. ____ | a Bye, Brian. See you tomorrow. |
| 2 It was nice meeting you. ____ | b Bye. Have a good weekend. |
| 3 Bye, Sue, I'm off. ____ | c Thanks and goodbye, Dylan. |
| 4 Goodbye. Have a good trip. ____ | d And you too. See you next time. |

2 75▶ Listen again and decide if the conversations are formal or more informal.

3 Work with a partner. Practise saying goodbye to each other in the following situations.

- 1 To your Managing Director at the airport.
- 2 To your office on a Friday evening.
- 3 To someone you have met for the first time after a conference.
- 4 To the colleague who sits next to you.

Business communication | Giving a personal presentation ▶

- 1** 76▶ Listen to two people, Thorsten Richter and Amy Chang, giving a presentation about themselves at the beginning of their talk at a company conference. Who gives the most information about themselves?
- 2** 76▶ Listen again. Which speaker says the following?
- 1 Last year I was promoted to this position. 1
 - 2 I studied economics and business. ____
 - 3 Recently I have worked on several successful cases. ____
 - 4 In my previous role I ran the Creative Department in Bonn. ____
 - 5 Up to now I've managed to find solutions for all the companies I have worked with. ____
 - 6 Over the last year I've met with all the country managers. ____
 - 7 In my current role as consultant to your company, I'm looking to improve your sales figures. ____
 - 8 At the moment we're working together with a consultant. ____
 - 9 Over the next year I'll spend two weeks in each department. ____
 - 10 In the future we may have to target a different market. ____
- 3** Complete the table with the time phrases in 2.

Talking about the past	Talking about recent experiences	Talking about the present	Talking about the future
Last year	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- 4** Work with a partner. You have been asked to introduce a speaker at a conference. Student A, turn to File 35 on page 142. Student B, turn to File 53 on page 146. Take turns to give your presentation.

»» For more exercises, go to **Practice file 16** on page 132.

- 5** Give a presentation about yourself to a partner. Include:
- your education
 - your previous employment
 - your recent experiences
 - your present role
 - your plans for your future.

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Key expressions

Talking about the past

In my / his / her previous role ...
 From 2002 to 2005 ...
 Last year ...

Talking about recent experiences

Up to now ...
 Over the last year ...
 Recently ...

Talking about the present

At the moment ...
 In my / his / her current role ...

Talking about the future

In the future ...
 Over the next year ...

📄 »» Interactive Workbook
 »» Phrasebank

Ambition!

- 1 Work with a partner. You need two coins and two copies of the *Student's Book*. Use the board in one book to play the game. The object of the game is to reach the final square first and become the M.D.
- 2 Start on the FIRST DAY square. Student A, toss your coin. If it lands on heads, move one square. If it lands on tails, move two squares. Follow the instructions written on the square you have landed on.
- 3 Student B, toss your coin, and so on.
- 4 Refer to the second *Student's Book*, if necessary, to remind yourselves of the language you need to use.

<p>IT'S THE FIRST DAY OF YOUR NEW JOB!</p>	<p>Introduce yourself to a partner and tell them something about yourself.</p> <p>1</p>	<p>Ask politely what your colleague's phone number is.</p> <p>2</p>	<p>Call a client to confirm a delivery. He / she isn't in the office.</p> <p>3</p>	<p>Spell your first name, surname, and the name of your company.</p> <p>4</p>
<p>Discuss your progress on the new company catalogue. Chosen photos ✓ Written text ½ Sent to printers X</p> <p>9</p>	<p>Delegate three jobs to your partner.</p> <p>8</p>	<p>You are off sick. MISS A TURN</p> <p>7</p>	<p>Welcome a visitor to your company.</p> <p>6</p>	<p>Your laptop is stolen. MISS A TURN</p> <p>5</p>
<p>You are SACKED for losing a client. GO BACK TO START</p> <p>10</p>	<p>Check in at a company Reception.</p> <p>11</p>	<p>Make a lunch arrangement with your partner for next week.</p> <p>12</p>	<p>Suggest how to deal with the number of days off taken by staff in your department. Respond to your partner's suggestions.</p> <p>13</p>	<p>Give a short formal presentation about your company.</p> <p>14</p>
<p>Explain the trends and changes in one area of your company to your partner. Choose from: size; employees; sales; markets.</p> <p>19</p>	<p>Tell your partner</p> <ol style="list-style-type: none"> 1 the number of employees in your company 2 the percentage of women 3 the population of your country. <p>18</p>	<p>Invite your partner to go to the theatre with you this weekend.</p> <p>17</p>	<p>You are having a business lunch. Recommend some food to a partner.</p> <p>16</p>	<p>You are SACKED for missing a meeting. GO BACK TO START</p> <p>15</p>
<p>Your company is going to outsource the IT Department. Make predictions about what will happen.</p> <p>20</p>	<p>You go on holiday. MISS A TURN</p> <p>21</p>	<p>Thank your partner for showing you around their company and say goodbye.</p> <p>22</p>	<p>You are at an interview for the post of Managing Director. Give a presentation about yourself.</p> <p>23</p>	<p>WELL DONE! YOU'VE BECOME M. D.</p>

Activity

Information files | 32–41

File 32 | Unit 15

Business communication, Exercise 7, page 94

Student A

- Describe the problems below and respond to your partner's suggestions. If you reject a suggestion, give your reasons.
 - Your company has paid for you to do a one-week training course. When you arrive at the training centre on the first day, you discover you've made a mistake. In fact, the course is next week, which is also the first week of your summer holiday.
 - Once a year your company organizes an English test for employees who want to work in the International Division. You're really interested in a new post in the USA, and you have a good level of English. But on the day of the test you don't feel well, and you only score 52%. To work abroad, you need a minimum of 65%.
- Now listen to your partner's problems and make suggestions.

File 33 | Unit 16

Language at work, Exercise 5, page 99

Student A

Sentences	Points
1 This hotel is the cheaper I could find. <i>WRONG: This hotel is the cheapest I could find.</i>	
2 If I will go to Jaime's party, I'll see you there. <i>WRONG: If I go to Jaime's party, I'll see you there.</i>	
3 They gave me some good advice. <i>RIGHT</i>	
4 You must to finish the report today. <i>WRONG: You must finish the report today.</i>	
5 English is speaking all over the world. <i>WRONG: English is spoken all over the world.</i>	
6 The parcel didn't came until yesterday. <i>WRONG: The parcel didn't come until yesterday.</i>	
7 Look at John. He's wearing jeans again! <i>RIGHT</i>	
8 The manager has sent an email to our suppliers yesterday. <i>WRONG: The manager sent an email to our suppliers yesterday.</i>	
9 I'll go on a business trip next week. <i>WRONG: I'm going on a business trip next week.</i>	
10 I didn't speak to my line manager yet. <i>WRONG: I haven't spoken to my line manager yet.</i>	

File 34 | Unit 15

Business communication, Exercise 4, page 94

Student A

You work in the IT Department. These are your problems.

- Virus in computer system
- 25 calls from users
- Only five people in IT department

File 35 | Unit 16

Business communication, Exercise 4, page 100

Student A

Look at the information on Paolo Ricci and prepare a short presentation about him.

Paolo Ricci (<i>male</i>)	Computer Science degree – Rome Master's degree – New York
Previous employment	Programmer – Karpinsky Ltd. Head Programmer – Panda Software
Recent experiences	Helped develop new software for advertising industry Designed new program for Spot-on Advertising Inc.
Present role	Head of IT Media Strategy Group Developing new software for planning department
Plans for the future	Introduce new software Develop new program for Accounts

File 36 | Unit 2

Case study, Task, Exercise 1, page 17

Student B

- You work at Head Office as the Personal Assistant to the Production Manager. Your boss is in a meeting at the moment. Take a message.
- Now you are a journalist. You want more information about this crisis. You call the Area Manager of the local branch. You want to know how many people have been affected, how badly they are affected, and what the company is going to do about it.

File 48 | Unit 14

Language at work, Exercise 8, page 87

Student B

- 1 Read the questions below and answer them for yourself.
- 2 Ask your partner the same questions, starting with *If ...*
Example: If some friends invited you for Sunday lunch at 1.00 p.m., what time would you arrive – 1.00 p.m., 1.30 p.m. at the latest, or any time before 3.00 p.m.?
- 3 Compare your answers and say why they are the same or different.
- 4 Check your score in File 57 on page 146.

- 1 Imagine your boss invites you for Sunday lunch at 1.00 p.m. What time would you arrive?
a 1.00 p.m.? **b** 1.30 p.m. at the latest?
c any time before 3.00 p.m.?
- 2 Imagine you're travelling to work and your train stops between stations because of problems on the line. What would you do?
a get really irritable?
b look at your watch?
c read a book or listen to music?
- 3 Imagine you have a three-day business trip that starts tomorrow. Would you
a write a list of things to take?
b have a list in your head of what you need?
c have no list at all?
- 4 Imagine you're in the supermarket on Saturday and you have ten items to pay for. All the checkouts are very busy. Would you
a leave the items and go out without paying?
b find the shortest queue and hope it doesn't take too long?
c go to the nearest queue and relax – it's the weekend?

File 49 | Unit 14

Business communication, Exercise 5, page 88

Student B

You work for Pixel Printing. Sigma Supplies have asked you to print their new catalogue for next year. They will phone you to ask for some changes. Complete the table below and decide what conditions you can accept or offer using the notes to help you.

	Original order	Sigma now want
No of pages	300	
No of catalogues	5,000	
Delivery	By 15 Dec	
Price per catalogue	€3.00	

Notes

You are very busy in November.
 For a print order of 5,000–6,000 catalogues, the normal price is €1 per 100 pages.
 Sigma Supplies is a very good customer.

File 50 | Unit 14

Case study, Task, Exercise 3, page 89

Student B

You are the Project Manager for Metropolis Construction. You want Phoenix Office Design to pay these costs.

- 1 \$1,000 for an additional electrician.
- 2 \$600 a day more for the decorators to work in the last week of December.
- 3 \$4,000 to cover the salaries of the builders who were unemployed for three weeks in September / October when work stopped.

File 51 | Unit 15

Business communication, Exercise 4, page 94

Student B

You work in the Sales Department. These are your problems.

- Computer virus – lost important document (customer proposal)
- Boss threw away only paper copy by accident
- Customer needs proposal tomorrow

File 52 | Unit 16

Language at work, Exercise 5, page 99

Student B

Sentences	
1 My colleague's girlfriend work in logistics. <i>WRONG: My colleague's girlfriend works in logistics.</i>	
2 Where you went on holiday last year? <i>WRONG: Where did you go on holiday last year?</i>	
3 He works here since ten years. <i>WRONG: He's worked here for ten years.</i>	
4 Your mobile phone isn't as small than mine. <i>WRONG: Your mobile phone isn't as small as mine.</i>	
5 The goods were delivered this morning. <i>RIGHT</i>	
6 He'd get the job if he would speak German. <i>WRONG He'd get the job if he spoke German.</i>	
7 How many informations are there in the book? <i>WRONG: How much information is there in the book?</i>	
8 We don't can receive personal calls at work. <i>WRONG: We can't receive personal calls at work.</i>	
9 I may be late for the meeting tomorrow. <i>RIGHT</i>	
10 The company will close if they won't solve the problem. <i>WRONG: The company will close if they don't solve the problem.</i>	

Information files | 53–58

File 53 | Unit 16

Business communication, Exercise 4, page 100

Student B

Look at the information on Asami Takahashi and prepare a short presentation about her.

Asami Takahashi (female)	Psychology degree – Tokyo University Master's degree in Human Resources Management
Previous employment	HR Department Sanyo 2001–2004 Assistant HR Manager Sony 2004–2007
Recent experiences	Gave courses on staff motivation Introduced procedures to improve employee-management relations
Present role	Head of HR Developing plan to restructure departments
Plans for the future	Discuss problems with heads of department Make changes to improve staff morale

File 54 | Unit 8

Case study, Task, Exercise 2, page 53

Student C

Look at the information below about Nova Solutions.

Company history:	Founded last year
Type of company:	National
Price:	€8 per package Discount starts at 100 packages
Collection:	On demand online
Speed:	Two working days
Delivery options:	Every day delivery (including Sundays) Notification of delivery service (by text to customer)
First time delivery rate:	90%
Tracking facilities:	On website

File 55 | Unit 9

Case study, Task, Exercise 1, page 59

Student C

These are the ideas that you have for promoting the 3C card and their costs.

- Adverts at bottom of emails at times when young people use email most (9.00–12.00 a.m., 6.00–9.00 p.m.). Users can click on a link to the 3C website. €60,000
- Adverts on most popular national TV channels between 9.00 p.m. and midnight. €80,000
- Direct mailing to all school and university students. €50,000
- Adverts on popular social networking site used by young people between 8.00 p.m. and midnight. €100,000

File 56 | Unit 10

Case study, Task, Exercise 1, page 65

Group C

Your issue is energy. You think your company should reduce its energy consumption by 40%. These are some of the measures your company could take:

- cutting electricity consumption – *how? where?*
- finding alternative renewable sources of energy – *what? cost?*
- motivating employees to save energy – *how? what?*
- replacing old systems and machines – *which?*

File 57 | Unit 14

Language at work, Exercise 8, page 87

Mostly 'a's Doing things on time is very important for you. You need to live in a 'clock time' culture.

Mostly 'b's You would probably be happy in a 'clock time' or 'event time' culture.

Mostly 'c's You're very relaxed! An 'event time' culture would be very good for you.

File 58 | Unit 11

Case study, Task, Exercise 1, page 71

Group D

MotoGP

Guests are invited to spend a day in the hospitality area of the MotoGP. They will enjoy a full day of delicious food and plenty of drinks in a marquee which is in the middle of the action. All marquees have a magnificent view of the start / finish line so that guests can see the most exciting moments of the race. The event includes a guided visit to the pit lane where mechanics will give a demonstration of a wheel change.