

# 1 Applying for a job

## Word forms

Noun, verb, adjective, and adverb forms

### A Context listening

**1** A temporary position is open at MacNulty's Chocolate Factory. You are going to hear two people at an interview. Before you listen, look at the picture and answer these questions.

- 1 Which person in the picture is the interviewer? \_\_\_\_\_
- 2 Which person in the picture is the candidate? \_\_\_\_\_
- 3 What job is the candidate applying for? \_\_\_\_\_



**2** Listen and check if you were right.

**3** Listen again and fill in the blanks.

- 1 You're the applicant for the secretarial job, right?
- 2 Your résumé certainly is \_\_\_\_\_.
- 3 Your last employer was very \_\_\_\_\_ with you.
- 4 He says you are \_\_\_\_\_, hard working, and efficient.
- 5 I'm a little surprised you haven't \_\_\_\_\_ for a permanent job.
- 6 You see, my background and \_\_\_\_\_ are in theater.
- 7 It was called "The Over-\_\_\_\_\_ Graduate."
- 8 You played the part of the secretary with such \_\_\_\_\_.



#### TOEIC® TIP

Listen carefully to talks and conversations. Practice identifying who is speaking, where the conversation or talk is taking place, and what is being discussed.

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Applying for a job **1**

**4** Compare the following pairs of answers from Exercise 3.

**a** Look at answers 1 and 5, 2 and 3, 4 and 8, and 6 and 7. What is similar about each pair? \_\_\_\_\_

**b** In each pair, what parts of speech are the two words?

1 *noun* \_\_\_\_\_ 5 *verb* \_\_\_\_\_

2 \_\_\_\_\_ 3 \_\_\_\_\_

4 \_\_\_\_\_ 8 \_\_\_\_\_

6 \_\_\_\_\_ 7 \_\_\_\_\_

**5** Match the two parts of the common phrases you heard in the conversation. Listen again if you need to.

- |              |             |
|--------------|-------------|
| 1 permanent  | a qualified |
| 2 employment | b letter    |
| 3 cover      | c job       |
| 4 over       | d agency    |

## 1 Applying for a job

### B Grammar

#### 1 Word forms

A word may have more than one form depending on what part of speech it is. Look at the different forms of the word *compete*.

*We **compete** with several companies.* (verb)

*Our **competition** in this field is growing.* (noun)

*We are in a **competitive** market.* (adjective)

*We must think **competitively**.* (adverb)

#### 2 Noun forms

Nouns are words that refer to things, people, places, etc. We use them in sentences as subjects or as objects.

*My **qualifications** are in theater.* (*qualifications* = subject)

*Secretaries can make a good **salary** nowadays.* (*salary* = object)

We can often recognize nouns through their suffixes (the part at the end of the word). Some noun suffixes indicate a person. The most common suffix for a person is *-er / -or*. Other suffixes for people include *-ess, -ic, -ist, and -ian*. The suffix *-ess* indicates that the person is female.

*manager, senator, princess, critic, pianist, politician*

We use the suffixes *-ion / -ation* and *-ment* to make verbs into nouns.

*promote / promotion, apply / application, govern / government*

We use the suffixes *-ness* and *-ity* to make adjectives into nouns.

*happy / happiness, tidy / tidiness, stupid / stupidity*

Other noun suffixes include *-acy, -age, -ance, -ant, -dom, -hood, -an, -ism, -ary, -ship*.

***Accuracy** is important in accounting.*

*The **package** arrived damaged.*

#### 3 Verb forms

Verbs are words that show states or actions. In English, we always use a subject with a verb.

*Our boss **is** always happy.*

*He **manages** the department very effectively.*

*I **enjoy** working as a secretary.*

The verb form changes to agree with the subject (*I, he, she, etc.*) and to agree with the tense (present, past simple, etc.). ► (See verbs, Units 2, 3, 4, and 5.)

*He **prepares** a weekly report. They **prepare** a weekly report.*

*I **begin** a new job today. I **began** a new job yesterday. I **ve** recently **begun** a new job.*

We can recognize verbs through their suffixes. The most common verb suffix is *-ize*, which we can use to make adjectives and nouns into verbs.

*The government is planning to **modernize** the transport system.*

*I didn't **recognize** you.*

Other verb suffixes include *-ate, -en, and -ify*.

*We won't **duplicate** the process next year.*

*We want to **widen** participation in our training program.*

*Will we have to **justify** our decision to the board?*

#### 4 Adjective forms

Adjectives are words that describe people and things. ► For more information on how we use them, see Unit 9.

We can often recognize adjectives through their suffixes. Some common adjective suffixes are *-able*, *-ful*, *-ish*, *-ive*, *-less*, *-ous*, and *-y*.

*The training session was **valuable** and I was very **grateful** for the chance to attend.*

*I appreciated his **generous** gesture.*

*Our manager is **worthy** of her position.*

We use some verbs that express feelings to make adjectives. These adjectives use an *-ed* ending to describe the feelings. They use the *-ing* ending to describe the person / thing that causes the feelings. Verbs that we often use to make these adjectives are:

*amaze, annoy, astonish, bore, confuse, embarrass, excite, fascinate, frighten, interest, satisfy, worry*

*I watched a very **interesting** presentation about quality control yesterday. But I don't think Mike was **interested** since he kept looking at his watch.*

#### 5 Adverb forms

Adverbs are words that describe actions. ► For more information on how we use them, see Unit 9.

We can often recognize adverbs through their suffixes. The most common adverb suffix is *-ly*.

*The ad campaign was run **effectively**.*

*Your résumé **certainly** is impressive.*

Other adverb suffixes include *-ward* and *-wise*.

*He wants to keep moving **upward** on the corporate ladder.*

*Turn this knob **clockwise**.*

1 Applying for a job

**C** Grammar exercises

1 Label the words in the box V (verb), N (noun), Adj (adjective) or Adv (adverb). Some of these words can have the same form but be different parts of speech.

application N    beneficial \_\_\_    employment \_\_\_    enthusiastically \_\_\_  
 experienced \_\_\_    impressively \_\_\_    interview \_\_\_    manageable \_\_\_  
 qualify \_\_\_    require \_\_\_    successful \_\_\_    suitably \_\_\_

2 Use the words in the box in 1 to complete the columns below. Not all words have all word forms and some words have more than one form.

noun	verb	adjective	adverb
<u>application</u>	<u>apply</u>	<u>applied</u>	-
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3 Underline the adjective or adverb that completes the sentences.

- The decision was *enthusiastic* / *enthusiastically* welcomed by the development team.
- Hiring more people is *economic* / *economically* impossible at this time.
- Have you found a *suitable* / *suitably* candidate for the assistant manager job?
- The person chosen for the position has not been *official* / *officially* informed yet.
- The second interviewee was extremely *polite* / *politely*.
- Our project has been completed *successful* / *successfully*.

## Applying for a job 1

### 4 Fill in the blank with the correct adjective form of the given verb.

- 1 The book gave a fascinating (*fascinate*) account of how to succeed in business.
- 2 If you are \_\_\_\_\_ (*excite*) about the job, you should apply.
- 3 You will find working at Blink's a \_\_\_\_\_ (*challenge*) experience.
- 4 The rise in sales is an \_\_\_\_\_ (*encourage*) development.
- 5 I was \_\_\_\_\_ (*amaze*) that our shopping cart was so successful.
- 6 The documentary program about business takeovers was very \_\_\_\_\_ (*interesting*).
- 7 I will be very \_\_\_\_\_ (*annoy*) if Henri arrives late for another meeting.

### 5 Look at the following interview questions. Make a new question using the underlined word or phrase to form the verb.

- 1 When have you found a solution to a difficult problem?  
 When have you solved a difficult problem \_\_\_\_\_?
- 2 What was your motivation to apply for this position?  
 What \_\_\_\_\_?
- 3 When did you get your qualifications to become an accountant?  
 When \_\_\_\_\_?
- 4 What do you consider a challenge?  
 What \_\_\_\_\_?
- 5 What have some of your accomplishments been in your career so far?  
 What \_\_\_\_\_?

### 6 How would you reply to these interview questions? Write responses, including another form of the word in italics.

- 1 Why did you *decide* to apply for this job?  
Actually, it was a very easy decision for me. This is just the sort of job I was looking for, so I had to apply!
- 2 Give some examples of your *success* when working in a team.  
 \_\_\_\_\_
- 3 What are your short-term and long-term *plans*?  
 \_\_\_\_\_
- 4 Why should we *employ* you?  
 \_\_\_\_\_
- 5 What *motivates* you in a job?  
 \_\_\_\_\_

## 1 Applying for a job

### D Vocabulary

#### Key Vocabulary

Read this paragraph about applying for jobs and check your understanding of the meaning of the words in bold.

When **employers** want to **fill a permanent** or **short-term / temporary vacancy**, they usually advertise the **position** in a newspaper or on the Internet. If you want to **apply for the job**, you should send a well-written **cover letter** and **résumé** to the company or **recruitment agency**. You should give details of your **qualifications** and **references**. If they think you might be the right **candidate** for the job, they will call you in for **an interview**. As well as the right qualifications and relevant **work experience**, they might look for other qualities, including **people skills**, **communication skills**, and the ability to work well as a team member. After the interview the company will decide whether to **reject** or **hire** you.



#### Vocabulary note

**Career** is a countable noun. We use it to talk about a job regarded as a long-term activity or professional occupation.

**Job** is a countable noun. We use it to talk about a specific task or the regular work a person does to earn money.

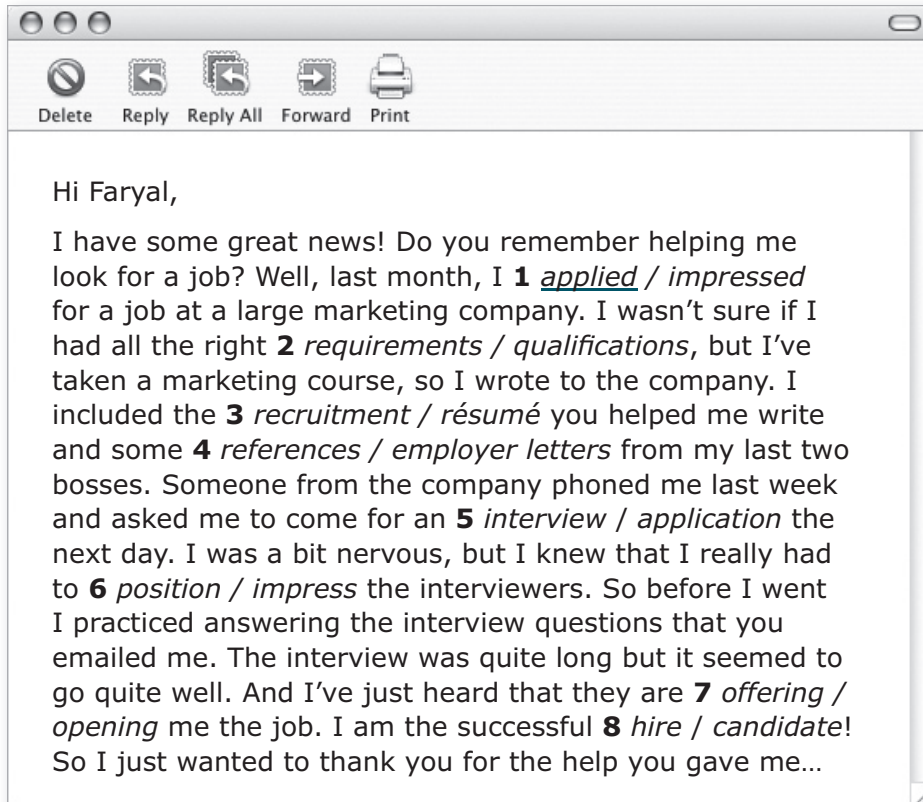
**Work** is an uncountable noun or a verb. We use it to talk about an activity a person does, usually for money.

*I have a **job** as a delivery man for a pizza place. My **work** consists of taking pizzas to our customers. In the future, I would like a **career** in restaurant management.*

- 1 Replace the underlined word or phrase in each of the following sentences with a word from the box that has the same or a similar meaning.

vacancies   candidates   employment   hire   ~~impressed~~   reject   temporary

- 1 Peter certainly made a positive impression on the audience with his lecture. impressed \_\_\_\_\_
- 2 We plan to employ three new people in the components department. \_\_\_\_\_
- 3 How many applicants are we seeing this morning? \_\_\_\_\_
- 4 Bentley's is advertising several openings for a sales representative. \_\_\_\_\_
- 5 I've been contacted by the recruitment agency about your vacancy. \_\_\_\_\_
- 6 He did several short-term jobs in different companies. \_\_\_\_\_
- 7 We don't accept candidates who don't speak a foreign language. \_\_\_\_\_

**2** Read this extract from an email and underline the correct word.**3** Match the sentences in column A with those in column B.

## Column A

- 1 I don't feel too disappointed.
- 2 I need to earn some money this summer.
- 3 I have been with this company a long time.
- 4 I want to keep the same job until I retire.
- 5 I'm sure I'll get the job.

## Column B

- a I am looking for a temporary job.
- b I would like a better position here.
- c There are more vacancies than applicants.
- d Lots of people were rejected for the job.
- e I want a permanent job.



# 2 Business documents

## Present tenses

Present simple, present continuous, imperatives, state verbs

### A Context listening

**1** You are going to hear Emma talking to her boss, John Fleming. Before you listen, look at the pictures and answer these questions.

- 1 Where is Emma? \_\_\_\_\_
- 2 Where is John? \_\_\_\_\_
- 3 Why do you think John is calling Emma? \_\_\_\_\_



**2** Listen and check if you were right.

**3** Look at the words from the conversation and put them in the correct category.

attachment file ~~memo~~ fax report folder

- 1 types of documents: *memo* \_\_\_\_\_
- 2 ways to send a document: \_\_\_\_\_
- 3 used to organize documents: \_\_\_\_\_

**4** Write complete answers to these questions about the conversation.

- 1 When does Emma usually have her coffee break? *Emma usually has her coffee at 10:00.* \_\_\_\_\_
- 2 What does John want? \_\_\_\_\_
- 3 What does the fax machine guarantee cover? \_\_\_\_\_
- 4 How is Emma sending her copy of the report to John? \_\_\_\_\_
- 5 What equipment does John need? \_\_\_\_\_
- 6 Where is Emma looking for the file? \_\_\_\_\_

**5** Look at your answers to Exercise 4 and answer these questions.

- 1 Which sentence is about a regular action? \_\_\_\_\_
- 2 Which sentence is about a general truth? \_\_\_\_\_
- 3 Which sentences are about actions at or around the time of speaking? \_\_\_\_\_
- 4 Look at answers 1 and 3. What tense are they? \_\_\_\_\_
- 5 Look at answers 4 and 6. What tense are they? \_\_\_\_\_
- 6 Look at answers 2 and 5. Do they fit the pattern in questions 1–5? \_\_\_\_\_