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David McKeegan , Daniel Vincent
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UNIT 1 WORKING IT OUT

LEARNING AIMS

- **Skills**: read, listen to and understand texts about work experience and Universal Basic Income
- **Grammar**: review and practise future tenses, and other ways to talk about the future
- **Vocabulary:** learn and practise phrases for expressing change, phrasal verbs
- **Employability**: support others, present views effectively and clearly
- **Exam practice**: Reading and Use of English Part 8, Listening Part 2, Speaking Part 2, Writing Part 2 (a proposal)

ORACY

Interview skills

- controlling the volume and projection of your voice with precision
- using appropriate language and register according to the context
- maintaining focus, planning the points you want to make and adapting your approach to the situation




Documentary


Grammar


Speaking


Oracy

1 **What is unusual about the job interview in the photo? How would you feel in this situation?**

2 **Watch the video. Which of the three jobs mentioned most appeals to you? Why?**



3 **Discuss the questions with a partner.**

1 Have you ever had an interview? If so, what was it for and how did it go?
2 What does a typical job interview involve?

4 **Thinking about your ideas in Exercise 3, how can suggestions 1–5 help a job candidate to do well in an interview?**

1 Speak calmly and clearly.
2 Answer questions politely.
3 Maintain eye contact with the interviewer.
4 Think about what you want to say before saying it.
5 Sit up straight and don't cross your legs.

VOCABULARY

EXPRESSING CHANGE

1 **Go to the digital activity. Match the phrases in the box to the meanings. There are two for each.**

adapt to changing circumstances
bring about a dramatic change
change beyond recognition
experience a gradual change
make a fresh start
make sweeping changes
move with the times
remain unchanged
see a slow but steady shift
start again from scratch
stay the same
undergo a complete transformation

2 **Go the digital activity.**

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3 **Match the sentence halves and complete the gaps.**

1 During the industrial revolution, the nature of work u*nderwent* a
2 The rise of food delivery apps has brought about a d_____
3 Many industries are currently experiencing a slow but
4 The rise of online shopping has forced many stores to make s_____
5 Over the years, factories have changed beyond
6 When it comes to your career, making a f_____
7 The skills of a hairdresser basically remain
8 The most successful companies are those that m_____ with
9 Young people today need to be able to adapt to c_____
10 When an idea isn't working, it's often better to start again from
11 Many fields of work are experiencing a g_____
12 Despite advances in technology, some work has essentially s_____

a s_____, rather than keep going with something you know will fail.
b the times, especially in terms of technology and social media.
c the same, such as carpentry, painting and decorating and gardening.
d changes to how they operate.
e u_____, while hairstyle fashions continue to come and go.
f s_____ shift from the current five-day working week towards a four-day week.
g complete transformation, as people increasingly took up work in factories.
h start several times in life is much more common than it used to be.
i change in how restaurants advertise and do business.
j circumstances in their working lives more than earlier generations did.
k r_____, with robots doing many of the tasks that humans used to do.
l change from fixed working hours to more flexible arrangements.

4 **Write sentences about past or possible future changes to each of the following areas. Use the vocabulary from Exercise 1.**

education entertainment sports transport travel work

READING AND USE OF ENGLISH

MULTIPLE MATCHING

1 **Discuss with a partner. Have you ever done work experience or a holiday job? If not, would you like to? What are the positive and negative aspects of this type of work?**

EXAM TIP

Read the questions before you read the texts. Remember that more than one text may contain information connected to each question, but there is only one text that answers the question exactly.



EXAM TASK

READING AND USE OF ENGLISH PART 8

2 **You are going to read an article in which four students talk about gaining experience of work during the summer holidays. Read question 1, then look in text B for words which have a similar meaning.**

Which student expresses
1 a desire to fit in with others in the workplace? ____
2 disappointment with the work assigned? ____
3 certainty about their future career direction? ____
4 annoyance at the inadequate financial rewards? ____
5 frustration at the lack of communication? ____
6 pride in having completed a task? ____
7 appreciation of the manual work experience? ____
8 surprise at the volume of work? ____
9 amusement at the attitude of someone? ____
10 admiration for someone's skill? ____

3 **Now read the texts. For questions 1–10, choose from the students (A–D). The students may be chosen more than once.**

MEDIATION WORKSHEET

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1.1

WORK Experiences

Four students talk about gaining experience by doing work placements.

A Amanda

I was over the moon when I was given a three-month work placement with a big fashion magazine at the end of the first year of my journalism course. A career in magazines has been my dream since I was about 13, so I was happy to accept a miserly 30 euros a day just to get the experience of working for such a chic and well-respected publishing organisation. Little did I know what I was letting myself in for. The organisation, contrary to appearances, was utterly chaotic. I was constantly running around and doing everything under the sun, including carrying mail up and down stairs. It was barely tolerable. I hardly had time to have lunch. Managing to get an article I wrote published online was one positive. But when they told me that interns aren't paid for written work … that was the last straw, and I left. I don't know how they get away with treating interns like that.

B Kush

I'm doing education studies at university, so I considered myself very fortunate to get a paid job as a teaching assistant at a summer school in Manchester. Keen to look the part, I chose my clothes carefully. A jumper and black trousers did the trick. Not a dramatic change from my usual style, really (I'm quite conventional) – just a bit more teacher-like. My first lesson was English. I was ridiculously nervous, despite having prepared meticulously. The head of the English department told me that she'd stay with me for the first 15 minutes of class, which helped calm my nerves, and when she left, I hardly noticed! I was reading the kids a funny story I'd chosen, and they loved it. When the story was over, I got a round of applause! I was delighted with how it had gone, and felt a warm glow of satisfaction. Now that my work placement is over, I'm confident that my decision to study education was the right one. This time next year, I'll be looking for a permanent position!

C Carlotta

Ever since I was a kid, I've been obsessed with IT, so it was inevitable that I took computer science at university, and I was lucky to get a not-unreasonably paid work placement with a web design company at the end of my first year. On day one, I was given a list of tasks to do by the company director. Having happily completed every task before lunch time, I told the boss, who said that the list was supposed to last me a whole week! After he'd gone through my work with a fine tooth comb and couldn't find any mistakes, he didn't seem to know what to say and called one of the managers in to find me something else to do. From that point onwards, he just ignored me, which irritated me initially, but was quite comical really. Things took a more productive turn once they'd found something to keep me busy. Nevertheless, it would have saved a lot of time and annoyance if they'd found out a little about me before deciding what I should do for them.

D Cory

As an engineering student who had just finished my first year at university, I was excited to be offered work experience at a car-parts factory near where I lived. It was a real job, too, where they would pay me – not a lot, admittedly, but sufficiently. My first day was quite overwhelming. All my studies up to that point had been concentrated on theory and coding. This, by contrast, was much more hands-on. After my safety induction, I was led to one of the machines immediately, shown what to do, and then left to it! It took me a while to get up to speed, and I made a few mistakes, but I got the hang of it eventually, thanks to the guidance of one of the old hands there. He had a great sense of humour, and really knew how to work those machines! He told me that by the end of the summer, he would have been working for the company for 40 years. I'm not sure I could stick it out for that long, but it was a decent summer job!



ORACY

Planning points to make

It's a good idea to choose the three main points you think are most important when planning the content of a presentation. Then choose which order they should come in.

4 Prepare, practise and deliver a short talk on one of these topics. Don't forget to choose your three main points first.

- the pros and cons of working part-time while studying.
- the challenges and rewards of working as an influencer, vlogger or other type of content creator.

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GRAMMAR

FUTURE TENSES

1 1.2 **Listen to an advert for a TV show. How is the world of work changing? Discuss with a partner.**

Future tenses

By the end of the decade, many jobs ***will have disappeared*** *entirely.*

The [1] *future perfect simple / future perfect continuous* is used to refer to a completed action in the future.

*This time next week, we'****ll have been broadcasting*** *for ten years.*

The [2] *future perfect simple / future perfect continuous* is used to focus on the duration of an activity in progress at a time in the future.

▶ Grammar reference and practice page 112

2 **Look at the examples in the grammar box and complete the rules.**

3 **Go to the digital activity.**

4 **Choose the correct answers.**

1 This time next year, *she'll be working / she'll have been working* in the same company for a decade.
2 There's no need to take notes. *I'll send / I'll have sent* the slides to you after the meeting.
3 **A:** Any plans for tomorrow?
B: No, *I'll work / I'm working* all weekend.
4 By the time they launch their first product, *we'll have been selling / we'll have sold* ours for years.
5 Once you know what time the meeting *will have finished / finishes*, let me know.
6 Over the coming months, this project *isn't going to take up / won't have been taking up* as much time as before.
7 If we keep spending this much money, *we'll be going / we'll have gone* over budget by the end of the year.

5 **Complete the questions with the verb in brackets in the future perfect simple or continuous. Then ask and answer them with a partner.**

By the end of this school year,

1 how long _____ (you / study) English?
2 how many English teachers _____ (you / have)?

By the time of your next birthday,

3 how many years _____ (you / spend) in formal education?
4 how long _____ (you / live) at your current address?

By midnight tonight,

5 how much time _____ (you / spend) on your phone in the past 24 hours?
6 how long _____ (you / sleep)?

6 **Complete the dialogue with the correct future form. Sometimes more than one form is possible.**

A: So, your interview [1] _____ (be) at 4 o'clock tomorrow?
B: Yes, but I don't know if I [2] _____ (go).
A: Why not? It's a great company.
B: Yes. but it's a brand-new job. Data waste manager. I don't have any experience. I keep worrying about what they [3] _____ (ask) me.
A: What [4] _____ (you / do) in the office if you get the job? On a daily basis, I mean.
B: I [5] _____ (help) the company manage their data and follow data protection laws.
A: Sounds interesting. How's the salary?
B: Pretty good. I [6] _____ (earn) more than I've ever earned before if I get it.
A: So what's the problem? Surely you want to leave that awful place you're at now.
B: Definitely. I [7] _____ (work) there for eight years next month.
A: Look, I [8] _____ (help) you prepare if you like. I [9] _____ (have) dinner with my sister at seven, but I'm sure we [10] _____ (finish) by eight. Why don't I give you a call to practise the interview?
B: Oh, yes please! I [11] _____ (buy) you lunch to say thank you!

STRETCH! Research predictions for changes to working life between now and five years' time. Report back to the class. Which ones do you think are the most likely to come true?

7 **Collaboration and Teamwork**
Discuss with a partner. What practical and emotional support could you give a friend who:

- is confused about which career to pursue?
- has a job interview coming up?
- is worried that AI will take their job away?

HOW IS UNIT 1 SO FAR?

☆☆☆ I understand ☆☆ I'm getting there ☆ I don't understand

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1.3

TAMMY'S TAKE ON *tomorrow*

THINK OUTSIDE THE BOX!

A SALARY FOR EVERYONE

Meet Kai. He's about to head off to university to study engineering. If everything goes well, he'll be graduating a few years from now. By the time he's 25, he'll have embarked on a successful career, and by the middle of the century, he'll have been plugging away at his chosen job for years … or will he? There's every chance he won't have been working much at all, and not just because AI will likely have done away with the need for human engineers by then, but rather because he'll no longer need to earn his own salary.

How is that possible? Well, it's all because of *Universal Basic Income* (UBI), a concept in which all citizens receive a regular sum of money from the government; not enough to enrich them, but freeing them from the need to work. Promoters of UBI argue it will prevent individuals from falling into financial hardship or needing to resort to charity for help. What's more, it will enable all of us to pursue more creative paths in life. It's already been trialled – successfully so – on a small scale in Kenya, Finland, the USA and elsewhere, but with AI set to continue shaking up the world of work, and with businesses around the globe laying off more and more staff all the time, its time might finally have come.

Sound unaffordable? Not necessarily. The money to fund UBI could come from the enormous profits which AI companies are bound to continue raking in. After all, given that AI is set to wipe out even more jobs, surely it's only fair that the spoils be shared? How we spend the money will be up to us.

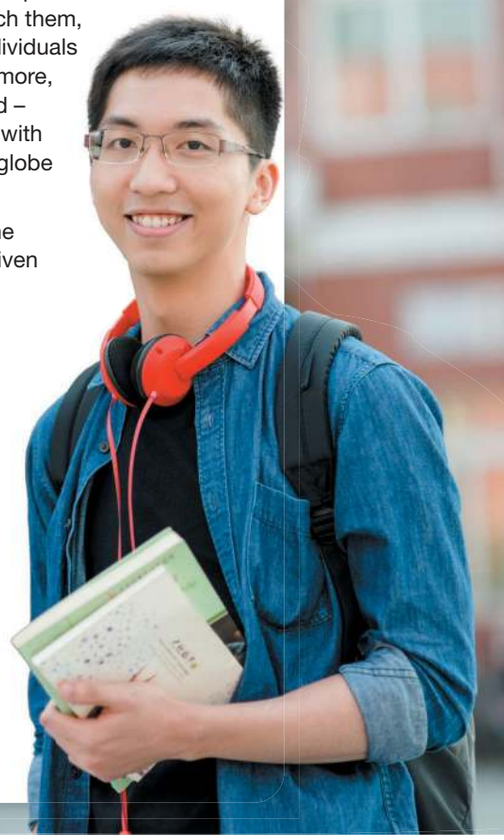
Comments

Bex26 @XX
Love it, Tammy! This will help the poorest in society by taking the pressure off them to keep taking low-paid, insecure jobs.

JasonK @X
But why should private companies have to pay? This is just rewarding laziness!

Bex26 @X
Well, I imagine it will boost mental health. Not having to worry about money will certainly reduce stress!

JasonK @X
Won't work. Companies will just raise their prices if they know everyone's getting free money, so nothing will change.



READING

A BLOG POST

1 **Discuss with a partner. What do you think *Universal Basic Income* is?**

2 **Read the blog post quickly. Were your ideas in Exercise 1 correct?**

3 **Read the blog post again. Are the statements true or false, or is the information not given?**

According to the text:

1 Kai has chosen the wrong career path.
2 UBI payments will be made to everyone.
3 one aim of UBI is to make everyone wealthy.
4 some experiments with UBI have failed.
5 companies will keep getting rid of workers.
6 a redistribution of profits is justified.

4 **Who is better at supporting their arguments, Bex26 or JasonK? Why?**

5 Communication **Find out more about the pros and cons of UBI and decide whether you think it's a good or a bad idea. Tell a partner what you think, making sure you explain and justify your ideas.**

VOCABULARY

PHRASAL VERBS

1 **Find phrasal verbs in the text that mean the following:**

1 do something that you do not want to do because you cannot find any other way of achieving something
2 earn a large amount of money
3 eliminate or destroy completely
4 gradually get into a particular situation, usually a bad one

2 **Go the digital activity.**

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GRAMMAR

OTHER WAYS TO TALK ABOUT THE FUTURE

1 **Watch the grammar vlog and answer Rachel's question at the end.**



2 **Match the phrases in bold to the uses (1–4).**

- I'**m about to** leave you.
- We might **be on the verge of** seeing another big change.
- You'**re bound to** say yes.
- The four-day week **is (set) to** become the norm everywhere.

This phrase:
1 can be used to describe actions or events that will likely happen soon.
2 can be followed by a noun or a gerund.
3 is used in more formal contexts, such as newspaper articles.
4 can be used to describe actions or events that we know with complete certainty will happen soon.

▶ Grammar reference and practice page 112

3 **Go to the digital activity.**

4 **Choose the correct answers.**

1 I was *bound to accept / on the verge of accepting* the first job offer when a better one came up.
2 The report says the government *is on the verge of raising / is to raise* income tax again next year.
3 I can't talk right now, sorry. I'm *to go / about to go* into a meeting.
4 The company is *about to release / set to release* the latest version of its app early next year.
5 I reckon AI is *to revolutionise / bound to revolutionise* the pharmaceutical industry over the coming years.
6 The company was *on the verge of going / to go* bankrupt, but managed to get a last-minute loan.

5 **Complete sentences with the words in the box.**

about / begin	be / appoint
bound / forget	bound / lay off
set / introduce	verge / give-up

1 If the economy gets any worse, the company _____ even more staff than it did last year.
2 It's a good time for us to hire new staff, as we _____ restructuring the department.
3 It was announced today that Simpson Electronics _____ a new CEO in the spring.
4 Don't ask Tom to bring the documents. He _____ them. You know how unreliable he is!
5 I'd been turned down for dozens of summer jobs, and was _____ when I finally got one as a lifeguard.
6 The bank _____ a new computer system. The old one has been going wrong for years.

6 **Write sentences using the phrases in the box. Then compare them with a partner's.**

about to	bound to	on the verge of
set to	is / are to	

Our local football team are bound to win the championship this year.

STRETCH! **Find out how the following work in your country. Could they be improved in any way?**

- sick pay (for when workers are unable to work due to illness)
- holiday entitlement (how many days paid holiday workers can take)
- maternity leave (for pregnant women and mothers)
- paternity leave (for fathers)

DIGITAL CLASSROOM
PRACTICE EXTRA UNIT 1

LISTENING

SENTENCE COMPLETION

1 **Look at the photo. What is a 'hand model'? What do you think it is like to work as a hand model? What sort of things would you have to do? Discuss the questions with a partner.**



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2 **Look at the first question of the exam task. What kind of word fits in the gap?**

1 Mark explains that a(n) _____ suggested that he should become a hand model.

3 1.4 **Now listen and complete the sentence.**

4 **Look at the recording script. What part of the script gives you the wrong answer? Why is it wrong?**

> Hi, I'm Mark and I'm here today to tell you about my unusual job – hand modelling. When I graduated with a degree in drama, I wasn't getting any work. My aunt, who used to be a model, suggested I try modelling. So, I enrolled with an agent, who recommended that I focus on my hands – he clearly thought they were my best feature!

EXAM TASK LISTENING PART 2

EXAM TIP

Read each gapped sentence before you listen and note what kind of word will go in the gap. Often, more than one word fits grammatically, but there is only one correct answer.

5 1.5 **Now complete the rest of the task.**

You will hear a hand model, called Mark, giving a talk about his work. For questions 1–8, complete the sentences with a word or short phrase.

2 Mark says that _____ provides most of his employment.
3 Mark uses the word _____ to describe his earnings as a hand model.
4 The _____ is what Mark enjoys most about hand modelling.
5 Mark had to give up _____ because of his job.
6 After using moisturiser, Mark sometimes wears _____ on his hands in bed at night.
7 Mark uses the phrase _____ to describe the condition hand models should keep their hands in.
8 Mark believes that, in addition to perfect hands, _____ is the most important thing for a hand model to have.

ORACY

Controlling the volume and projection of your voice

It's important to breathe properly when speaking as it helps to control your voice.

6 **Choose a text from this unit. Try saying a few lines breathing normally. Then say the same lines breathing from your diaphragm. Can you hear the difference?**

SPEAKING

TALKING ABOUT AND COMPARING PHOTOS

1 **Work in pairs. Look at the photos on page 124 and talk about what it might be like doing these jobs. Which job would you prefer, and why?**

2 **In this part of the exam, you should use words and phrases for comparison, contrast and speculation. Put the words and phrases below into the correct columns.**

A major difference is By contrast
I suspect It could be that
I would imagine I would think
On the other hand Whereas / While

Speculation	Comparison / Contrast

EXAM TASK SPEAKING PART 2

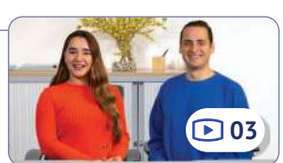
EXAM TIP

You don't need to describe the photos in detail. Instead, compare, contrast, and refer to them to answer the questions you are asked, using speculative language.

3 **Work in pairs and take turns to talk about two of the photos, answering these two questions:**

1 How difficult might it be to do these jobs?
2 How might the people be feeling?

Then your partner should look at all three photos and say who they think is happiest in their job and why.



4 **Watch the video of two candidates talking about the photos. Do they answer well? Why? / Why not? What words of comparison and speculation do they use?**

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WRITING

A PROPOSAL

1 **Look at the photo of a careers fair. What might the benefits be of going to a careers fair? Why might a company want to take part in one? Discuss the questions with a partner.**



2 **Read the task and answer the questions.**

1 Who will read the proposal?
2 What information must be included in order for the target reader to make a decision?
3 Is the tone formal, informal or neutral?

A proposal

In your college, you would like to set up an annual careers fair – an event where employers from various industries are present to answer questions from students and help them find a career which suits them. You decide to write a proposal to your college principal in which you outline why you think companies would take part, describe how it could be organised, and explain why it would be beneficial to the college and its students.

3 **Read the proposal. Match the headings in the box to the paragraphs (A–E).**

Benefits Conclusion Introduction
Organisation Why companies participate

4 **Which of the language functions below would you find in a typical proposal?**

- describing
- explaining
- persuading
- complaining
- suggesting
- thanking
- recommending
- enquiring

5 **Read the conclusion (paragraph E) of the proposal again, and answer the questions.**

1 Does it present any new information?
2 What is its purpose?
3 Does it restate the position of the writer?

6 **Complete the text with the words and phrases below. Some can be put in more than one place.**

as a consequence of as a result of
due to in order to lead to owing to

A _____

The purpose of this proposal is to make the case that an annual careers fair should be organised by the college.

B _____

In a careers fair, local businesses and other organisations are invited to present themselves to students, and answer questions about what they do. Most companies are keen to accept the invitation, because public awareness of their products or services rises [1] _____ taking part. Moreover, [2] _____ the large number of students attending, it improves the company's chances of finding potential future employees.

C _____

As far as the location of such an event is concerned, I believe the sports hall would be ideal [3] _____ its size and accessibility. A committee could be created [4] _____ deal with the practicalities and set a date for the event. Formal invitations could be sent out to local and national businesses, as well as public bodies such as the police force and local government. As the event approaches, advertising would need to be arranged so that students are encouraged to attend.

D _____

Many students have found full-time employment [5] _____ attending a careers fair. Others have embarked on careers which they had not previously considered. However, it is not just the students who would benefit. I believe it would also help the college to raise its profile among successful businesses and organisations.

E _____

To sum up, an annual careers fair would be of great benefit to students, and [6] _____ an improved relationship between the college and local employers. I would strongly recommend setting one up.

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7 **Rewrite the sentences using the word in capital letters.**

1 They didn't attract enough online customers, which was why their business failed.
CONSEQUENCE
Their business failed _____ not attracting enough online customers.

2 The shop is closed today because some of the staff are ill.
DUE
_____ the shop is closed today.

3 I intend to be a surgeon some day – that's why I study so hard.
ORDER
I study hard _____ a surgeon some day.

4 She got the manager's job because her father is the company director.
OWING
She got the manager's job _____ the company director.

5 He was appointed head of sales because he won the government contract.
LED
The fact that he won the government contract _____ appointed head of sales.

8 **Work in pairs. Look at the photos of work placements. What courses do you think the students are doing?**





9 **Make a list of benefits a work placement could bring to a course. Would you like to do one? Why? / Why not?**

EXAM TASK WRITING PART 2

EXAM TIP

A proposal is written in a formal or semi-formal register. It often helps to give each paragraph a heading, but it is not compulsory.

10 **Read the task below. Write your proposal in 220–260 words. Remember to title your paragraphs and give reasons for your arguments. Use the checklist to help you.**

> On your college course, there is no option of a work placement. You write to the head of the college proposing that one be set up. In your proposal, describe your course, explain how it would be improved by a work placement experience, and suggest how such a scheme would fit into the course.
>
> Write your **proposal**.

- Is your proposal written in an appropriate register?
- Is it organised into topical paragraphs with headings?
- Have you addressed all the points in the question?
- Does it have a strongly persuasive conclusion?



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ORACY

INTERVIEW SKILLS

- controlling the volume and projection of your voice with precision
- using appropriate language and register according to the context
- maintaining focus, planning the points you want to make and adapting your approach to the situation

1 **Imagine you have a job interview. How can the following things help you do well?**

1 Read up about the company online.
2 Try to predict what you might be asked.
3 Prepare some questions to ask the interviewers.
4 Role play the interview with someone.

2 **Watch the video. Which job are the students role playing an interview for?**



ORACY

Using appropriate language and register according to the context

Remember that the language you choose to use has an effect on the person listening to you. Do you always use appropriate language?

3 **Is this language appropriate (A) or inappropriate (I) for a job interview?**

1 Could you be a bit clearer? ____
2 Could I just think about that for a second? ____
3 Wait while I think about that. ____
4 Could you elaborate, please? ____
5 I haven't got a clue what you're on about. ____
6 Let me take a moment to think about that. ____
7 I'm not sure I understand what you mean. ____
8 OK, let me think. ____
9 Can you explain what you mean exactly by ...? ____
10 What on earth does that mean? ____

4 **Watch the video again. Which phrases in Exercise 3 do the students use?**

5 **Watch the video again. What feedback does Stefan receive from the other students? How well does Stefan complete the interview skills on this page?**

6 **Role play a job interview. Remember to speak clearly at all times. Turn to page 124 to read the job adverts.**

- **Student A:** You work for *Traveltastic*. Prepare four or more questions for Student B.
- **Student B:** You work for *Beach Sweep*. Prepare four or more questions for Student A.
- Take turns to interview each other. You can invent experience and skills, but make sure you follow the pieces of advice from the video.

7 **Give your partner feedback. How well did they follow the advice? Do they get the job?**

SELF-ASSESSMENT: UNIT 1

How confident do you feel about:

- using vocabulary related to change and phrasal verbs?
- using a range of structures to talk about the future?
- reading all the options carefully in Reading and Use of English Part 8?
- predicting the kind of information you will hear in Listening Part 2?
- comparing and contrasting photos, rather than describing them, in Speaking Part 2
- using paragraph titles in Writing Part 2?
- doing a job interview?



What was your favourite part of Unit 1? Tell your partner.

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