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UNIT 1 WORKING IT OUT

VOCABULARY

EXPRESSING CHANGE

1 Complete the phrases with the words in the box.

beyond change circumstances dramatic fresh same scratch shift sweeping times transformation unchanged

1 experience a gradual _____
2 bring about a _____ change
3 move with the _____
4 undergo a complete _____
5 stay the _____
6 make _____ changes
7 adapt to changing _____
8 remain _____
9 make a _____ start
10 start again from _____
11 change _____ recognition
12 see a slow but steady _____

2 Complete the job advert with the phrases in Exercise 1. You may need to change the form of the verb. Some phrases can go in more than one place, but use each option only once.

Are you looking to [1] _____?
Are you someone who easily [2] _____?

We're looking for a new sales and marketing executive to help us [3] _____ to the way we advertise our technology business. We're a company that tries to [4] _____, so we need someone who is up-to-date with the latest social media trends. Now is a great time to join our company as it [5] _____.



READING

1 You are going to read an article about people whose career ambitions changed. What reasons can you think of for this happening?

2 Scan the texts and find the reason why each person did not end up pursuing their childhood career ambitions.

EXAM TIP

Underline the key words in each of the questions. Then read through the texts carefully, looking for similar ideas to those in the questions. Underline words or sentences that help give the answers.

3 Look at question 5 in the exam task and underline the key words. Then read text A and underline the words or sentences that answer the question.

EXAM TASK READING AND USE OF ENGLISH PART 8

4 You are going to read an article in which four professionals discuss how their career ambitions have changed. For questions 1–10, choose from the professionals (A–D). The professionals may be chosen more than once.

Which professional

has not completely abandoned a former habit? ☐ 1
lacked knowledge of the approach they should take to fulfil their ambition? ☐ 2
was forced to switch career due to circumstances beyond their control? ☐ 3
was unconcerned about their failure to make headway in a chosen field? ☐ 4
changed their mind as a result of seeing the reality of a particular job? ☐ 5
had a particularly strong ambition to achieve great success? ☐ 6
transferred their acquired knowledge of a subject to a related career? ☐ 7
refocussed their ambitions after discovering a hidden talent? ☐ 8
eventually realised that they were not as talented as they had believed? ☐ 9
imagined that the career they thought about following was always improbable? ☐ 10

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Changing career ambitions



Four professionals talk about how their career ambitions changed

A Magda Nowak

Until I was eight, my family lived directly under the flight path of a nearby airport and I'd often stand watching planes being launched into the sky above my head. Back then, there was never any question of me becoming anything other than a pilot and that remained unchanged for many years. It wasn't until I took my first flight as a passenger when I was a young adult that my dreams of living a life in the skies were torn apart. The inside of the cabin was barely as comfortable as an inter-city bus, and the pilot was simply a driver, transporting people from A to B. To say I was disappointed is an understatement. I'd poured my heart and soul into studying the physics of flying and the mechanics of planes. There was nothing for it but to apply all that to the next best thing, and I embarked on what has since become a highly satisfying career as an aircraft engineer.

B David Torres

Like many young people, I would often drift off into the realms of fantasy about life as a social media influencer, wafting around in clothes handed to me freely by those eager to get a mention in my feeds. Deep down, I knew it was unrealistic and I'd likely end up doing something more mundane. And I certainly never considered the need to act on things, for example, build a following. My daily updates were going no further than my friends' eyes, and the truth of the matter was that I hadn't the first idea how to boost my online presence – the practicalities of influencing were beyond me. The idea faded as I took a liking to technical drawing at college, and unexpectedly found myself excelling at it. This brought about a dramatic change in my life. I concentrated my efforts on my studies and potential future career. I'm currently studying to be an architect and finally have a clear direction.

C Olly Brown

I saw a documentary about psychologists once as a teenager and instantly knew it was the role for me, convinced I was highly intuitive and could read people like books. I'd even practise my 'personality readings' on friends. It was much later before it clicked that they had simply been indulging me, that I possessed no extraordinary aptitude for understanding the way in which people's minds worked. That was compounded by achieving only mediocre results in psychology assignments at college, despite my keen efforts. Fortunately, I'm very laid-back, so I just shrugged it off and made a fresh start. If I wasn't going to be scrutinising people's thoughts and feelings for a living, I'd turn my attention to another interest: computer programming. I completed the relevant course of study and am now happily ensconced in the role of product developer for a tech company, though I have to admit to carrying out amateur analyses of colleagues' personality traits. I just keep my observations to myself now!

D Beatrice Abadie

Dance: that's all I ever wanted to do, and I was aiming extremely high – nothing less than prima ballerina for a prestigious ballet company was going to satisfy me. And I was good. Then one day, I slipped on an overly-polished studio floor after another dancer accidentally bumped into me and took a tumble. The resulting injury laid me up for weeks. On my eventual return to the studio, I understood that I would always have a weakness in one ankle. My dancing days were over. I won't deny that I took it hard, and it was several months before I acknowledged I'd have to put my dreams behind me and accept that the life I'd imagined spreading out before me had changed beyond recognition. What could I do instead? Becoming a ballet instructor was out of the question. If I couldn't dance, I couldn't bear to watch someone else take my place on the stage. Instead, I retrained as a beauty therapist and now run a small yet busy salon in my home town.

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GRAMMAR

FUTURE TENSES

1 Match the sentences 1–8 to the tenses a–h.

1 If this company keeps losing money, it isn't going to exist next year.
2 I'll be working from home all next week.
3 Your shift doesn't finish until 7 pm.
4 Many experts think that there'll be no more factory workers in 50 years' time.
5 Will you have finished the report by tomorrow?
6 Next year, the company will have been trading for over one hundred years.
7 The company is currently undergoing a transformation in its management structure.
8 I'll send you the files this afternoon.

a future perfect
b future simple
c future continuous
d *going to*
e present continuous
f present simple
g *will* + infinitive
h future perfect continuous

2 Choose the correct options to complete the text.

HOME | BLOGS | CONTACT



I'm currently studying marine biology at university and [1] *will be going / will have been going* into my third year in September. Next year, I [2] *will have done / am doing* a year working in industry. I [3] *will be working / will work* in Oman, which [4] *will have been / will be* a big change! I [5] *will have helped / will be helping* to study coral reefs and by the end of the year, I [6] *will have / will have had* the chance to work both with conservation charities and a fishing company. Hopefully, by the time I go back to university for my last year, I [7] *'m going to have / will have* a better idea about my future career. By then, I [8] *will have been studying / will be studying* for three years and so hopefully, I [9] *will have / will have had* a lot of knowledge and experience. I [10] *'ll be letting / 'll let* you know what I decide to do!



3 Complete the interview with the future perfect simple or future perfect continuous form of the verb in brackets.

A: How long have you been doing this job?
B: In September, I [1] _____ (work) as an archaeologist for about five years and next week, I _____ (dig) at this site for six months.
A: And what are you looking for here?
B: There's a huge collection of iron age items in this area. By the time we finish at this site, we think we [3] _____ (uncover) over 2,000 different artifacts. I [4] _____ (not find) that many though – I'll find maybe only a couple of hundred different things.
A: How many hours do you work each day?
B: It depends on the time of year and the weather! Today I started at 7 am, and by the time I finish at 6 pm, I [5] _____ (be) here for about 11 hours.
A: And by the time you leave, [6] _____ (spend) all day digging in the dirt?
B: No, I won't. I [7] _____ (clean) and recording my finds for a couple of hours before I go home.

4 Complete the sentences with the correct preposition. Write *X* if you do not need a preposition. There may be more than one possible answer.

1 AI will be a major part of almost every industry _____ the end of the decade.
2 We're expecting this project to last _____ over a year.
3 _____ this time next year, I'll be studying on my dentistry course.
4 My new role will require me to take an online course _____ the same time as working full time.
5 _____ the coming few years, the company needs to make sweeping changes.
6 How much time will you spend _____ updating your CV this year?
7 I'm hoping to get a promotion _____ the next year or so.

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OTHER WAYS TO TALK ABOUT THE FUTURE

5 **Match the sentence halves.**

1 The company is on the verge of
2 As part of this expansion, the management are about to
3 If you are looking for a new role, the company is
4 There are also bound to be
5 They are set to

a expanding into the European market.
b many opportunities for existing staff that want to further their career.
c announce the opening of a new office in Milan.
d make the biggest profits they have ever made.
e to advertise for staff to work in these offices.

6 **Complete the blog with the phrases in Exercise 5. Sometimes there is more than one possible answer.**



I'm [1] _____ start the next stage of my training to become a firefighter. I'm [2] _____ submitting my online tests, and tomorrow I'm attending the fitness assessment. It [3] _____ quite hard as it's a physical job, but I've been training hard. The first task [4] _____ be a running test, and then we have to climb ladders and show we can lift equipment. Last month, I was [5] _____ giving up because I hurt my back. It's much better now though, so I think I [6] _____ go!

7 **Complete the sentences with your own ideas.**

1 I'm on the verge of _____.
2 We are about to _____.
3 My teacher is bound to _____.
4 I am set to _____.
5 The world is on the point of _____.

8 **STRETCH! Complete the second sentence so that it has the same meaning to the first, using the word given.**

1 I'm sure he's going to get the job.
He's _____. **BOUND**
2 I'm finishing my degree in September.
By November, _____. **WILL**
3 She's about to quit her job.
She's _____. **VERGE**
4 I'm working for my mum's business next week.
This time next week, _____. **BE**
5 We're going to open a careers service next year.
We're _____. **SET**

VOCABULARY

PHRASAL VERBS

1 **Choose the correct answers.**

1 Have you seen Abdul's new car? He must really be *raking in / falling into* the money.
2 Despite *heading off / plugging away* at her YouTube channel for years, Amina still only has a couple of hundred subscribers.
3 I'm really interested to see what the next new development to *wipe out / shake up* the tech industry will be.
4 I'm not sure how I became an influencer – I just *fell into / did away with* it, really.
5 If I don't find a new job soon, I might have to *lay off / resort to* asking my brother for a loan.
6 Our new software system will mean that we can *do away with / rake in* a lot of paperwork.
7 Sorry – I'm going to have to *head off / shake up* because I have a meeting.
8 I'm really worried I might be *resorted to / laid off* soon as our company isn't doing very well.
9 My computer just crashed and *wiped out / plugged away* all the work I did today.

2 **Answer the questions with your own ideas.**

1 What do you think is the best way to rake in lots of money quickly?
2 What is something you would like to do away with? Why?
3 Have you ever accidentally wiped out all your work?
4 What is something you have been plugging away at for a while?
5 Which industry do you think needs a shake up? Why?

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LISTENING

1 **Read the title of the text in the exam task. What does a bicycle courier do?**

EXAM TIP

Remember that you may need to write more than one word for your answers, and should not change the form of the words you hear.

2 **Read sentences 1–8 in the exam task. What word, or kind of word, might go in each gap?**

EXAM TASK LISTENING PART 2

3 1.1 **You will hear a woman called Joanna Thompson talking about her work as a bicycle courier. For questions 1–8, complete the sentences with a word or short phrase.**

WORKING AS A BICYCLE COURIER

Joanna says the most important advantage of bicycle couriers for companies are the **(1)** _____ benefits.

The most unusual thing Joanna has delivered was some **(2)** _____.

During journeys around the city, **(3)** _____ get in Joanna's way most often.

Joanna never fails to check that she has her **(4)** _____ before leaving home each day.

The worst weather Joanna has encountered while working was an unexpected **(5)** _____.

Joanna became stuck in a **(6)** _____ on one occasion, which she found amusing.

Joanna is currently deciding whether to take up the opportunity of delivering **(7)** _____.

Joanna has been surprised by how her **(8)** _____ have been impacted by cycling.



WRITING

A PROPOSAL

1 **Why might researching potential careers be useful to people finishing their education? What kind of information might a young person look up?**

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

1 Who is the target audience of the proposal?
2 What tone should you use: formal, neutral or informal?
3 How many points do you need to address in your answer? What are they?

You would like students to spend a day researching potential career options and their entry requirements. You decide to write a proposal to your headteacher in which you describe how the day might be organised, explain what kinds of jobs students might explore, and justify why it is worth taking time out from ordinary lessons to do the research.

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3 **Read the proposal. Which of the following functions does the writer use?**

- describing
- suggesting
- explaining
- enquiring
- persuading
- recommending

1

As many of the older students are about to start considering their career options, it would be of huge benefit to them to learn about the kinds of jobs that are out there and how they might take appropriate steps to securing a position in their chosen field.

2

The computer room is often free all day on Mondays, and this would be the perfect opportunity for students to use the available resources. There could be teacher-guided sessions, where students are given helpful tasks, such as completing questionnaires about their strengths and weaknesses, or personality quizzes.

3

Students may not have a good knowledge of the kinds of jobs that ordinary people do, and many are already focussing their ambitions on exciting-sounding roles such as social media influencer or footballer. With help focussing on their individual skills and qualities, they might discover less popular and competitive jobs that are equally interesting, which would bring about a dramatic change in their thinking.

4

Having time to explore career options with professional help from a teacher or other experienced adult will certainly be of value to students who do not have a clear direction to work towards. Missing a day of ordinary classes will be a small price to pay for being better prepared for life beyond school.

5

To sum up, offering students the chance to consider their future working life during a work research day would give them a clearer picture of how to go about finding the role that is right for them.

4 **Write headings for paragraphs 1–5 in the proposal.**

EXAM TIP

Read the task carefully. Underline the points to address in your answer and make brief notes on them. Make sure you write a similar amount for each of the points in your answer.

5 **Read the exam task. Make notes about each of the three points you should address in your answer.**

EXAM TASK WRITING PART 2

You think it would be useful for students at your college to gain work experience in a local business for a week.

You decide to write a proposal to your college principal in which you explain what fields of work students might be most interested in, how doing work experience would benefit students, and what advantages there might be for companies who choose to take part.

Write your **proposal**.

6 **Write your answer in 220–260 words in an appropriate style.**

7 **Professional Development and Management**
Have you ever done any work experience?
If yes, what did you do? What skills did you learn?
How do you think it will help you in the future?
If no, what would you like to do if you could do work experience? Why?

SELF-EVALUATION

Check your writing:

Content: Have you addressed all three points fully, providing reasons for your ideas? ☹ 😟 😐 ☺

Communication: Have you communicated your ideas in an effective way? ☹ 😟 😐 ☺

Organisation: Is your proposal well-organised, with a variety of cohesive devices? ☹ 😟 😐 ☺

Language: Have you used a range of vocabulary and grammatical structures accurately? ☹ 😟 😐 ☺

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INTERVIEW SKILLS

Have you ever had an interview (e.g. for a job, school course, volunteering role, etc)? What was it like?
How do you feel about having interviews in the future?



1 CONTROLLING MY VOICE

Things I need to think about (e.g. volume, speed, etc):

Ideas from the class discussion and the video:

2 USING APPROPRIATE LANGUAGE AND REGISTER

New phrases I want to use:

A phrase I could use to ask for clarification:

A phrase I could use to buy time:

Phrases I shouldn't use:

3 MAINTAINING FOCUS, PLANNING AND ADAPTING TO THE SITUATION

How do you deal with stressful situations? Can you think of one you've experienced? What happened? What could you do to stay calm before an interview?

Things that could go wrong	How I could deal with them

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ORACY 1

My role play partner is: _____

I work for: _____

Questions for my partner:

_____

_____

_____

_____

I'm being interviewed for a job at: _____

Notes for my interview:

_____

_____

_____

_____

Why not record your interviews so you can watch them again? You might notice things that you need to work on, as well as things you did well.

Reflections on the interview

Things that went well:

_____

_____

Things that could be improved:

_____

_____

How I used my voice and language effectively:

_____

_____

Things we did well as a group:

_____

_____

How I maintained focus and dealt with anything unexpected:

_____

_____

Try swapping and interviewing for the other job. Think about improving the things you noted above.

SELF-EVALUATION

I can ...

- control the volume of my voice. ○
- use appropriate language and register according to the context. ○
- maintain focus and plan the points I want to make. ○
- use appropriate body language and eye contact. ○
- adapt my approach to the situation. ○

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UNIT 2 BODY POSITIVE

VOCABULARY

BODY IDIOMS

1 Complete the body idioms.

1 go _____ your head
2 make your _____ boil
3 have a _____ of heart
4 _____ someone's arm
5 get _____ feet
6 breathe down someone's _____
7 bite your _____
8 pick someone's _____
9 get something off your _____
10 _____ your mind

2 Complete the second sentence so that it has a similar meaning to the first, using the correct form of a phrase in Exercise 1.

1 I heard something yesterday that amazed me!
I heard something yesterday that _____.
2 Can I persuade you to come to the gym?
Can I _____ to come to the gym?
3 I didn't understand that film at all.
That film _____.
4 Can I ask your opinion on something?
Can I _____ about something?
5 I need to talk to you about something that has been annoying me for a while.
I need to _____.

READING

1 Read the title of the article. Who might the target audience be?

EXAM TIP

The questions are in the same order as the information in the text.

EXAM TASK READING AND USE OF ENGLISH PART 5

2 You are going to read an article about exercise. For questions 1–6, choose the answer (A, B, C or D) which you think fits best according to the text.

1 What is the writer doing in the first paragraph?
A expressing doubt about the reason for the high cost of gym memberships
B showing sympathy for those who dislike the idea of going to the gym
C acknowledging that going to the gym is as good a form of exercise as any other
D discussing the characteristics of those who prefer the gym over other types of exercise

2 What does the writer say about swimming?
A It is gentle exercise that slowly builds strength.
B It requires participants to have robust self-esteem.
C It ought to be recommended to less mobile people.
D It is generally less popular in cooler climates.

3 What are compared in the second paragraph?
A choices of location available to swimmers
B benefits of swimming for various health issues
C differing attitudes towards swimming
D unusual conditions swimmers might experience

4 What is the writer's main purpose in the third paragraph?
A to highlight studies carried out into the benefits of walking
B to explain that there is little reason to avoid walking as an activity
C to justify walking in unpleasant conditions
D to emphasise the challenges of walking

5 What does the writer say can be difficult about housework as exercise?
A identifying jobs that require more energy
B staying engaged during more mundane jobs
C achieving recommended movement levels
D finding the motivation to do it regularly

6 What point does the writer make about the activities referred to in the final paragraph?
A They enable housebound people to stay active.
B They encourage employees to engage more fully with their work.
C They represent an approach that healthcare workers can adopt.
D They hide the fact movement is taking place.

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THE BEST FORMS OF EXERCISE FOR THE LEAST AMOUNT OF *effort*

Walking into a gym can be intimidating: all those super-toned gym bunnies sweating it out on the treadmills and rowing machines is enough to make anyone have a change of heart, let alone those of us who've never set foot in a gym before. The good news is that some of the most beneficial forms of exercise require neither nerves of steel nor a very positive bank balance to splash out on substantial fees. All they demand is a little enthusiasm, some comfortable gear, and the determination to invest a bit of time and enough energy into getting fitter.

Often considered the best form of exercise is swimming. Working against the resistance of the water over time gradually promotes power and fitness, and its buoyancy provides support for those for whom weight-bearing exercise would cause more harm than good – people with joint problems like arthritis, for example. This low-impact exercise is a winner for those willing to put on a bathing suit and float in water, wherever that may be. However, for those less inclined to squeeze themselves into form-fitting Lycra in an overheated swimming pool changing room before getting into what invariably feels like the ocean in the middle of winter, or for those whose skin or lungs react badly to chemicals, there are of course lakes and the sea. But for anyone reluctant to get into any kind of water, there are other, kinder options.

Walking is something the majority of us can do, providing we have appropriate footwear and somewhere to go. Truth be told, it's difficult to rule oneself out of both categories. Walking's free, helps us maintain a healthy weight and offers huge cardiovascular benefits. Evidence-based research shows that it has a positive impact on mental health and reduces the risk of experiencing age-related memory loss. In fact, the benefits of walking compared to the effects of being a couch potato will blow your mind. What's more, if breathtaking views and pollutant-free air aren't really on the agenda in your corner of the world, you'll at the very least have the opportunity to observe your local environment more closely, whatever form it takes. And while some might complain about rain and muddy ground, bear in the mind the old expression, 'There's no such thing as bad weather, only bad clothing'.

There will always be those of us who just cannot be convinced to do anything resembling structured exercise, but this doesn't mean we're a lost cause when it comes to staying fit. Most of us have to keep on top of household chores: vacuuming, tidying, making beds, cleaning vehicles and windows, mowing lawns, loading the dishwasher. Even pushing a trolley round the supermarket before loading the shopping into the boot of the car has its merits. The only potential downside is fitting enough domestic tasks in to satisfy the doctors who advise at least 150 minutes of moderate exercise a week. However, given the number of tasks the average household requires to remain tidy and dirt-free – and who really wants to be surrounded by piles of dishes or unswept floors – this is unquestionably doable. Wandering about dusting bits of furniture won't cut it: there needs to be at least a little hard work involved, a little effort to raise the heartbeat.

Even those who both avoid traditional exercise and really don't care about a messy house can be persuaded into moving if it is presented as entertainment. Playing catch with younger siblings, joining in active video games that get you off the sofa, and waving your arms to your favourite beats can all be counted as exercise without the appearance of being so. And since such activity generally takes place within your own four walls, this means minimal disruption to your daily routine. Exercise can even pass under the radar at work: the walks between car and office, regular trips to the water dispenser or canteen. And if you have a forward-thinking boss, stand-up desks and walking meetings, whose primary aim is not to incorporate movement into the working day but to stimulate creativity or ease the physical discomfort of being bent over a computer all day, can also play their part – and keep your doctor happy.



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