

● **What types of job do you know?**

People can work for companies in the private sector, or for the state in the public sector. Some specific fields are marketing / finance / education / IT / manufacturing / medicine. Jobs that include manual labour / require physical work are sometimes called blue-collar jobs because of the blue uniforms that many workers wear. These jobs include builders / plumbers / auto mechanics. Working in an office is called a white-collar job because of the white shirts and suits that people wear to work. Some examples include bankers / managers / clerks / civil servants.

● **What is your idea of the perfect job?**  
**What do you think is important in a job?**

I would like to become / I want to be / My dream job is a fireman / banker / doctor / builder / an artist. It is important that my job is exciting / creative / has flexible hours / I help people / I make a lot of money / I do something that I enjoy.

● **Do you work part-time? Where?**

I work in a shop as a shop assistant / cashier / I stock shelves at the supermarket / I babysit / I repair computers / I teach younger children English / I help in my parents' company / I have an occasional / temporary summer job such as picking strawberries / working at a summer camp.

● **How can people find a job?**

First, it is necessary to write / prepare a CV (*BrE*) / resumé (*AmE*). This includes work history / experience / education / skills. Then you can search for job advertisements / ads / offers / vacancies on the internet / in newspapers / magazines. To apply for a position, you submit your CV and cover letter / fill out an application. You may be contacted for an interview. You can also go to an employment agency / recruitment office, which can help you find a job.

● **What is the proper way to behave in an interview?**

You should research / learn something about the company / your employer before the interview. You should dress well for the interview / arrive on time / not be late. During the interview you should talk about your skills / be confident / positive / ask questions about the job.

● **Can you describe some different work environments?**

You can work full-time / part-time / have a temporary / seasonal job. You can work for a large multinational corporation or family-owned / small business. Some offices have an open office plan where all employees share one room with many

desks / cubicles and you can see / talk to all of your colleagues. You can work a factory or in the service industry in a shop / restaurant / hotel. If your work is done online, it might be possible to work from home.

● **What are the advantages / disadvantages of these environments?**

A multinational corporation is very organized / has many rules. You can be promoted / move higher in the company. In a small business, you know your colleagues / you can do many different tasks / there is less chance of promotion. In an office environment you can communicate with other people face to face / meet with clients / you have better equipment. It takes time to travel there and back. In a factory you can have regular hours / you might be bored. In the service industry, you can talk to many people / some customers are rude / you have to move around all day. Working from home is quieter / more comfortable / you can focus on your work / you don't waste time by commuting / you can feel lonely / get distracted.

● **What are freelancers?**

Freelancers are people who are self-employed / have their own business / don't work for one company / don't work regular hours. They have many clients / work on different projects at the same time. A freelancer must have a business license.

● **What are the advantages and disadvantages of freelancing?**

If you are a freelancer, you are your own boss / you work when you choose / you can take a holiday at any time / you can work from home. The disadvantages are that you don't have secure / stable work / don't have paid holiday / sick days / you must buy / repair your own equipment / pay all your taxes.

● **How are workers paid?**

Part-time / temporary employees usually receive an hourly wage for each hour they work. Full-time employees often receive a salary / set amount of money each month. Freelancers must send an invoice when they complete a project. Some full-time employees also receive perks such as paid holidays / lunch vouchers / language lessons / company car.

● **Why are some employees sacked / fired?**  
**Why are they made redundant?**

Employees can be fired / sacked because they don't work hard enough / do poor work / make a lot of mistakes / miss deadlines / are lazy / steal from their employer. People can be made redundant if the company is downsizing / getting smaller / wants to save money / doesn't have enough money to pay them.