

● 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) / résumé (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 at 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.

● What are the best and worst things about going to school?

School is great because I get to spend time with my friends / my teachers are nice / the subjects are interesting / I like learning. I don't like / I really hate going to school because it's a waste of time / I have to get up early / the classes are boring / the teachers are bad / not nice. I hate studying and the worst part is taking exams. The best part of school is going home at the end of the day!

● What is a typical school day like for you?

A typical school day for me starts early in the morning. I go to some / a few / four different classes in the morning / before lunch. At noon / In the afternoon I have a lunch break. I usually bring my own lunch / eat in the school cafeteria / get some fast food. After lunch / After the break I have two / three more classes. After school I usually hang out / spend time with / do something with my friends / do sports / go home and study. Then I do my homework / prepare / get things ready for the next day.

● What are your favourite / least favourite subjects? Why?

I really like / love / don't mind / hate maths / science / history / languages. Maths is easy / difficult for me and I have to work hard in these lessons. I like history because you get to learn about the past / how and why things happened. Art / Music / Dance classes are the best because I get to be creative / they are fun. Science is interesting because we learn about biology / geology / chemistry.

● What is the best way for you to learn?

The best way for me to learn is by reading / revising. I prefer to study with friends / alone / in my room. I am a visual learner so I learn best by seeing and reading. I learn best at school because I need the teacher to explain things / I can talk with my classmates / there are useful resources. I learn better when I read about something / when someone tells me about it / if I write about it / write a report on it / take a test on it. I have to memorize things / learn things by heart.

● What do you think about tests and exams?

I think exams / tests are important / useful because they show how much you have learned / what you need to work on / they show your progress / you need them to graduate. I hate / don't mind studying for exams. I dislike / hate studying for tests because none of it will help me in the real world / I would rather be with my friends.

● How do you prepare for exams?

I study / revise a lot / every day / because my subjects are hard / I want a good grade / mark. I usually study at school / during my lunch break / between classes / after school / in the evening / at night. When I am preparing for exams I need to be alone / with my classmates / at the library where it is quiet. I read my notes / cram (= study hard) the night before the test.

● Should students wear uniforms?

Why or why not?

I think school uniforms are a good / bad idea. Uniforms are good because then everyone looks the same / you don't have to worry about what to wear / you can focus on your studies / it helps students feel that they are part of the group. They also can help students who don't have nice clothes to fit in / to be like everyone else because school is about learning not fashion. School uniforms are a bad idea because they are ugly / boring / students can't express themselves / they make everyone look the same.

● If you could change something about your school, what would it be?

I think my school is perfect / needs to be improved. There should be more computers / teachers / places to study / books. There are too many / not enough classrooms / resources / students. Our building is very old / quite new / needs some work. The classrooms should be brighter / warmer / cleaner / bigger / smaller. School hours should also be shorter / longer because we need more / less time in the classroom / to study. I would also change the food / school lunches because the food is terrible / bland / unhealthy. I wish my school offered classes in...

● How important is it for you to have a good education?

I think education is very important if you want to have a good job / be successful / have a good salary. Everyone should go to college / university / get a degree. Education opens your mind / makes you more open-minded, and learning new things keeps your brain active / is always interesting. I don't think getting an education at school is as important / is better than learning from real life. University / A college education is expensive / takes too long / is a waste of time.