



Business Pre-Intermediate

Unit 6: Employment

Objectives

- Talk about employment procedures
- Describe your experience in a job interview
- How to delegate
- How to evaluate options



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1. Read the questions below. Brainstorm situations in which you might need to answer these questions.





Audio
6.1

2. Listen to the podcast about how to prepare for a job interview and complete the notes.

1. The STAR method:

S _____

T _____

A _____

R _____

2. Other tips _____

extra vocabulary

challenging - difficult, in a way that tests your ability or determination.

E.g. That was a challenging project for us all.



3. Match definitions (1-9) with the words in the table. Write the correct number in each box. If your answers are correct, the columns and rows will all add up to 15.

☐ recruit	☐ qualifications	☐ skill	=15
☐ reference	☐ advertise	☐ apply for a job	=15
☐ candidate	☐ shortlist	☐ interview	=15
=15	=15	=15	

1. the skills or education you need to do a job
2. a meeting where someone asks you questions to see if you are good for a job
3. a person who recommends you
4. a person who wants the job
5. to tell people about something
6. an ability
7. to ask for a job
8. to hire
9. a list of the best candidates

4. Complete the sentences with some words from exercise 3.

1. Alex plans to _____ for the marketing assistant position.
2. Kim has a job _____ on Friday.
3. Tom's _____ include a Bachelor's degree in engineering.
4. Our shop _____ sales on Facebook.
5. Every summer, our company _____ new staff.
6. Joe is on the _____ for the final interview.

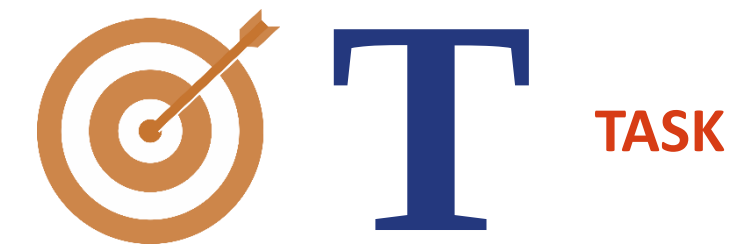
5. Complete the table (*optional*).

verb	noun
recruit	recruitment, _____
	qualification
advertise	
apply	
interview	

6. Choose one of the job interview questions and answer it using the STAR method.

1. Tell me about your achievement.
2. Give me an example of a time you had a conflict with a colleague.
3. Tell me about a time you made a mistake.
4. Tell me about a time when you solved a problem.
5. Explain how you dealt with a difficult customer.

THE STAR METHOD



7. Answer the questions.

1. When did you last apply for a job?
2. How did you apply for the job?
3. What questions did you answer at your last job interview?
4. Did you provide a reference for your last interview?
5. Were there many candidates?
6. Where did they advertise the job?
7. Which skills and qualifications did they look for?

1. Look at the skills below and put them in the correct box. Which skills do you have?

HARD SKILLS



Computer programming

Accounting

Foreign language skills

Digital marketing

Leadership

Mechanical engineering

Public speaking

Creativity

Time management

Problem solving

Teamwork

Negotiation

SOFT SKILLS



2. Read the text and answer the questions.

1. What are hard skills?
2. Why are soft skills important in an interview?
3. How can hard and soft skills help to get a job?

3. Find the phrases in the text that mean the same as:

1. earn a qualification
2. be chosen to discuss a job
3. improve your skills
4. learn new abilities
5. to create a good feeling when people meet you
6. show why you're great for a job
7. your knowledge and skills from different jobs

4. What skills are more important in your job? Soft skills or hard skills?

When looking for a job, it's important to know about hard skills and soft skills. Let's start with hard skills. These are skills you can learn and measure. You can **gain** these **skills** from training materials or **work experience**. For example, hard skills include **getting a degree** or operating machinery. It's what you specialize in.

Soft skills are more about your ability to communicate with others. They are called people skills and include things like patience, leadership or problem-solving. These skills are harder to measure because they are more personal.

In a job search, hard skills might help you **get an interview** because they show you have the necessary qualifications. But in an interview, soft skills are very important because you show what it is like to work with you. If employers have to choose between many qualified people, they will choose the person who will collaborate best with their team. This is why good soft skills can help you be noticed. Also, the ability to **make a good impression** and **sell yourself** are important soft skills.

Remember, hard skills get you the interview, but soft skills get you the job. Make sure to **develop** both hard and soft **skills** to improve your chances of employment success.

5. Complete the questions with the words below.

- degree
- experience
- sell
- develop
- make
- gain

1. What skills would you like to _____?
2. What skills would you like to _____?
3. What work _____ do you have?
4. What can you do to _____ a good impression at a job interview?
5. Do you think it's important to be able to _____ yourself?
6. Can a university _____ help you get a better job?

6. Answer the questions in exercise 5.

extra vocabulary

employability - the skills and abilities that allow you to be employed.

E.g. A lot of future employability depends on where you studied.

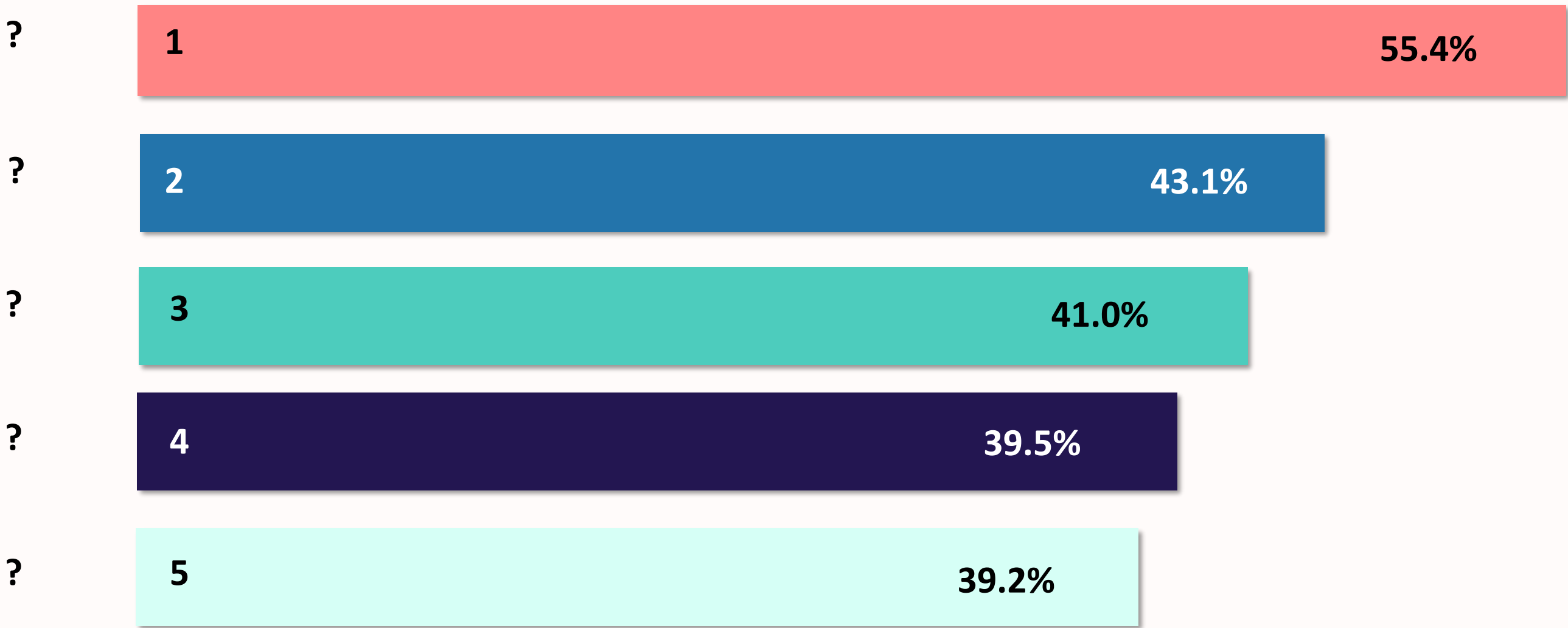
extra writing

Answer the question **(50-70 words)**:

What is the ideal number of hours a person should work every week?

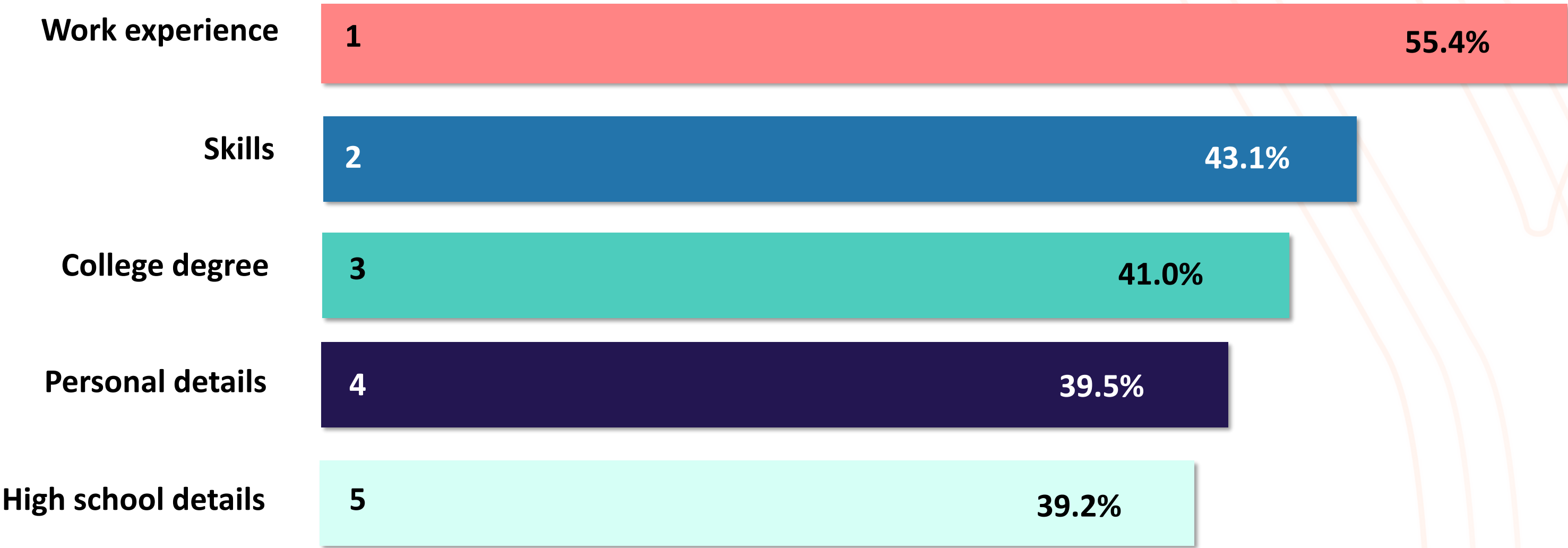
1. What do you think people lie about on their resumes? Discuss it with your teacher / partner and check your ideas on the next page.

What applicants lie about on resumes



2. Do you agree with the list below? Do you know anyone who lied on their resume?

What applicants lie about on resumes



Source: Zippia, 2023

3. Read the CV. Complete it with the verbs below. Which experience is more recent? Which is in the past?

helped

have organized

have planned

coordinated

have collaborated



Marco
Ferreira

Project Manager

Responsible and reliable Project Manager.
I specialize in managing projects in the IT sector. I _____¹ projects. I _____² with other departments and _____³ project meetings.

EDUCATION

BA (Hons) Degree in Business Administration
University of Coimbra
2010-2013

EXPERIENCE

Project Manager
TechnoAdvance Solutions
Mar 2020-present

I manage IT projects across Portugal. I'm in charge of planning the work and organizing resources.

Assistant Project Manager
BuildRite Construction
Feb 2017-Mar 2020

I _____⁴ to manage construction projects, I _____⁵ multiple projects and was responsible for managing schedules. I was in contact with all the departments involved in the projects.

Present perfect and Past Simple

4. Read the sentences (1-2) and complete the explanations in the Language point with 'Present Perfect' or 'Past Simple'.

1. I **have collaborated** with other departments and **have organized** project meetings.
2. In 2019, I **helped** to manage construction projects and **coordinated** multiple projects.

LANGUAGE POINT

1. We use the _____ to talk about experience (time / date isn't important).
2. We use the _____ to talk about finished actions in the past.
3. We use the _____ to talk about past actions that affect us now.

**Negative sentence: She hasn't worked in Warsaw. (Subject + haven't/hasn't + past participle)*

**Question: Have you had an interesting career? (Have/has + subject + past participle)*

5. Choose the correct option.

1. Emma **has applied / applied** for the marketing assistant position last week.
2. I **have been / was** in my current job for three years now.
3. Kim **has had / had** an interview for a big company yesterday.
4. John **has accepted / accepted** a job offer from a startup company last Friday.
5. She **has worked / worked** in Berlin since 2022.

6. Look at the information about Steve Fineman. Use the Past Simple and the Present Perfect to talk about his life.

For example: **3 years ago** he worked for a company - **Now** he works for himself. - He has started a company.

3 years ago	now	
1. to work / for a company	works for himself	to start / company
2. to share / office space	has a private office	to upgrade / office
3. to live / London	lives in Berlin	to move / country
4. not / speak / foreign language	speaks German	to learn / German
5. to work / 40 hours a week	works 30 hours a week	to reduce / hours
6. not have / overseas experience	works abroad	to work / in three different countries
7. to manage a team of 3	manages a company of 50	to manage / teams

extra grammar

- To make the past participle of a **regular verb**, add **-ed**: work - worked.
- Irregular verbs** do not follow a simple rule. You need to learn each one: go - gone.

Present perfect and Past Simple

7. Role-play. Work with your partner / teacher.

Student A

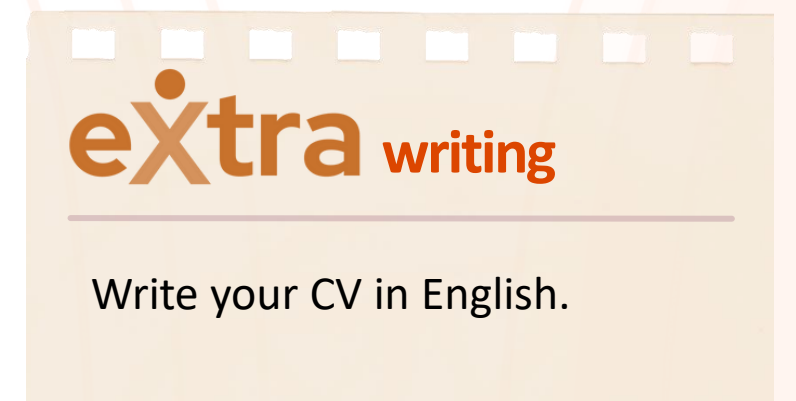
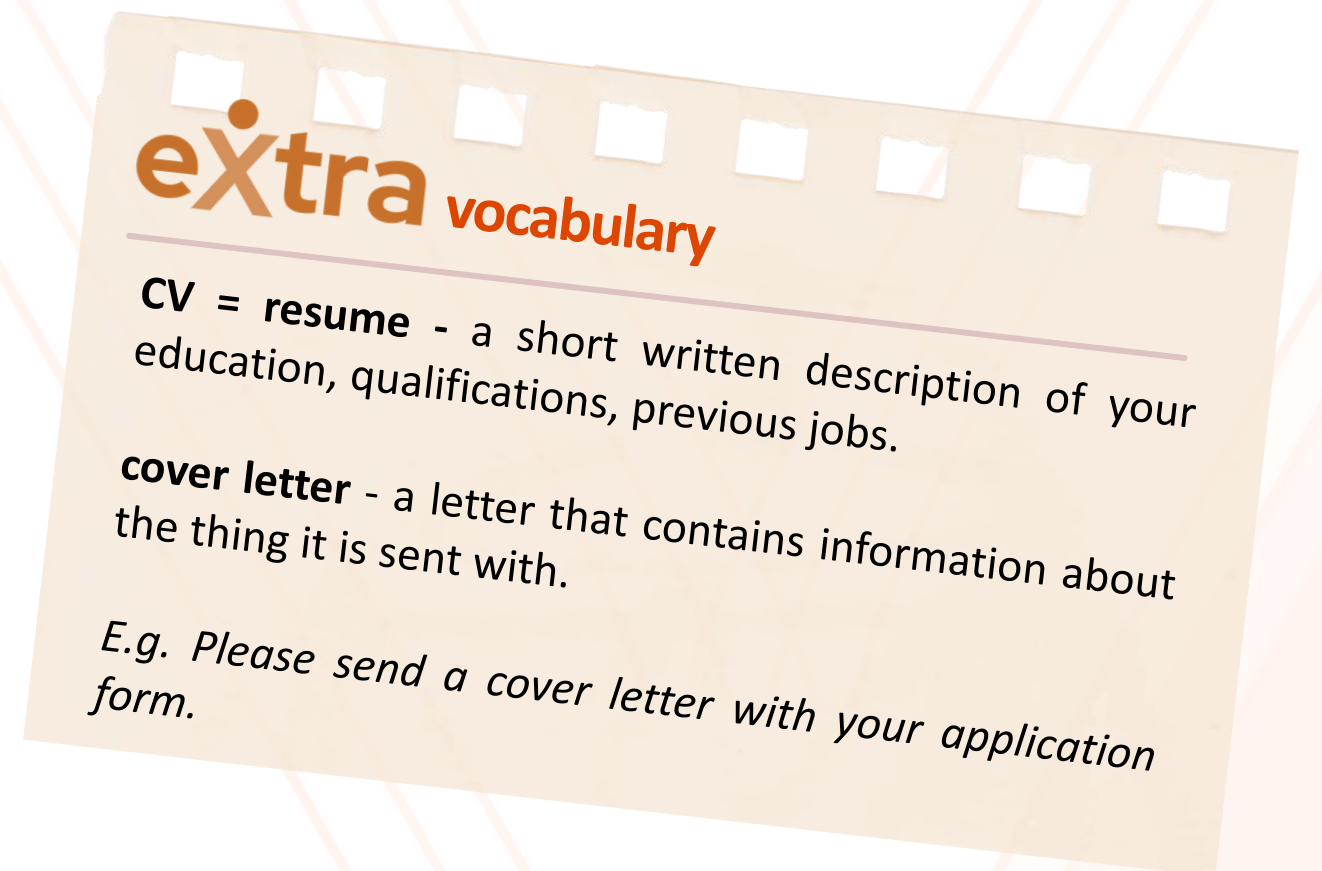
You are the interviewer. Make questions using the Present Perfect and interview the candidate (Student B).

Have you ever ...

1. (to have) a difficult boss?
2. (to work) abroad?
3. (to manage) a team?
4. (to study) foreign languages?
5. (to be) late for work / an important meeting?
6. (to go) on a training course?
7. (to make) a presentation in English?
8. (to be) self-employed?

Student B

You the candidate for a job. Answer Student A's questions. Use the Present Perfect.



1. Do you agree or disagree with the statements below?

- 1. You can only ask people to help you if you are their boss.
- 2. If possible, don't delegate. If you want to do something well, do it yourself.
- 3. When you delegate work, you need to check all the time that the job is done right.



Audio 6.2

2. Listen to Kevin O'Leary, a Canadian businessman, speaking about good employees and answer the questions.



- 1. What does he expect his employees to do?
- 2. What is important for him?
- 3. What isn't important for him?



Audio 6.3

3. Look at the picture. What is workation?
Listen to the conversation. What tasks does the boss delegate to Steve?

- 1. _____
- 2. _____
- 3. _____



4. Match (1-5) with (a-e).

- | | |
|----------------------------------|---|
| 1. I need you to _____ | a. the presentation for next week's product launch? |
| 2. I think _____ | b. I can do that |
| 3. I'd like you _____ | c. to check if we spent too much on ads this quarter. |
| 4. Could you please review _____ | d. so. |
| 5. I'm not sure _____ | e. update our social media strategy by tomorrow. |

5. Role-play. Use the phrases below to delegate tasks (1-8).

- | | |
|---------------------------------------|--|
| • Could you please...? | 1. Make slides for meeting |
| • I need you to... | 2. Book tickets to Milan |
| • Can you take care of...? | 3. Reply to the customer's email |
| • Would you mind (+ing)? | 4. Update the company Facebook page |
| • I'd like you to... | 5. Enter client details in database |
| • Can I ask you to...? | 6. Plan staff meeting for June |
| • Please help me with... | 7. Make the weekly sales report for the marketing department |
| • Yes, no problem. / I'll do it. | 8. Order paper, pens, and other office supplies |
| • OK, I'll do that right now. | |
| • I think so ... | |
| • I'm not sure I can do that | |
| • Sorry, but ... / I'd do it, but ... | |
| • I'm afraid I can't do it. | |

6. Think of 3 tasks that you need to do this week and delegate them to your teacher / partner.

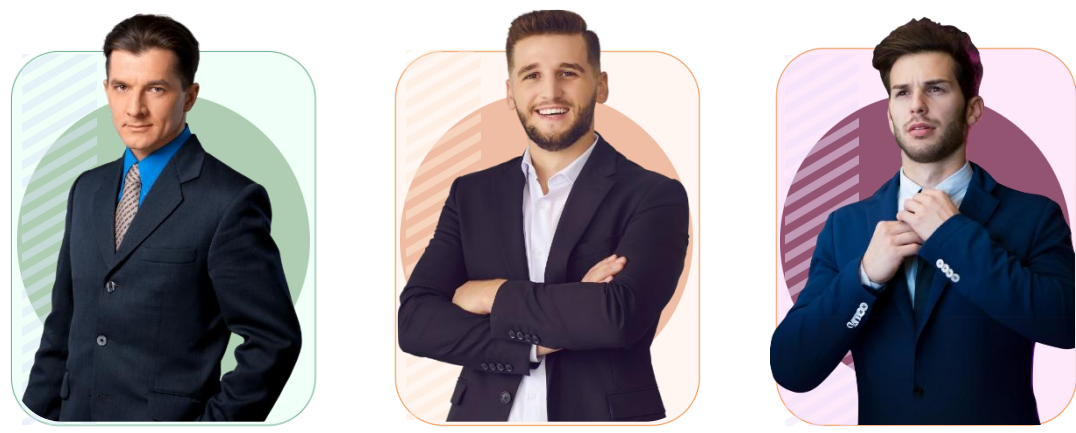
1. Which is better in your opinion? Why?

- 1. to change companies every 3-5 years or to work for one company?
- 2. to hire someone with experience or someone with good qualifications?
- 3. to work from home or in an office?
- 4. to choose more money or better benefits?
- 5. to work for a big company or a small one?



Audio 6.4

2. Listen to HR managers discussing the applicants below and complete the table.



	Mark	Ben	Steve
Pros			
Cons			



3. Listen again and complete the sentences about the applicants.



1. Mark

I like that _____
Another key advantage is _____
One disadvantage is _____



2. Ben

I'm not sure that _____
I prefer _____



3. Steve

I like that _____
He could _____
I'm not sure that _____
Another issue _____

4. Which candidate is better in your opinion? Why?
Explain using the phrases in *italics* from exercise 3.



5. Read the Key expressions. Ask your teacher if you don't understand any of them.

Saying why an idea is good

- One/Another key advantage is (that) ...
- I like the idea that ...
- X is (attractive) because ...
- X is a (really) good idea/option because ...

Describing weak points

- One/Another disadvantage is (that) ...
- One/Another issue is (that) ...
- I'm not sure that ...
- (I think) X is too ...

Stating a preference

- I prefer (to do) X because ...
- I think X is preferable because ...
- I'd go for / choose X because ...
- X is better / more suitable (than Y).

6. Evaluate the options below. Try to use the "Key expressions" in your answer.

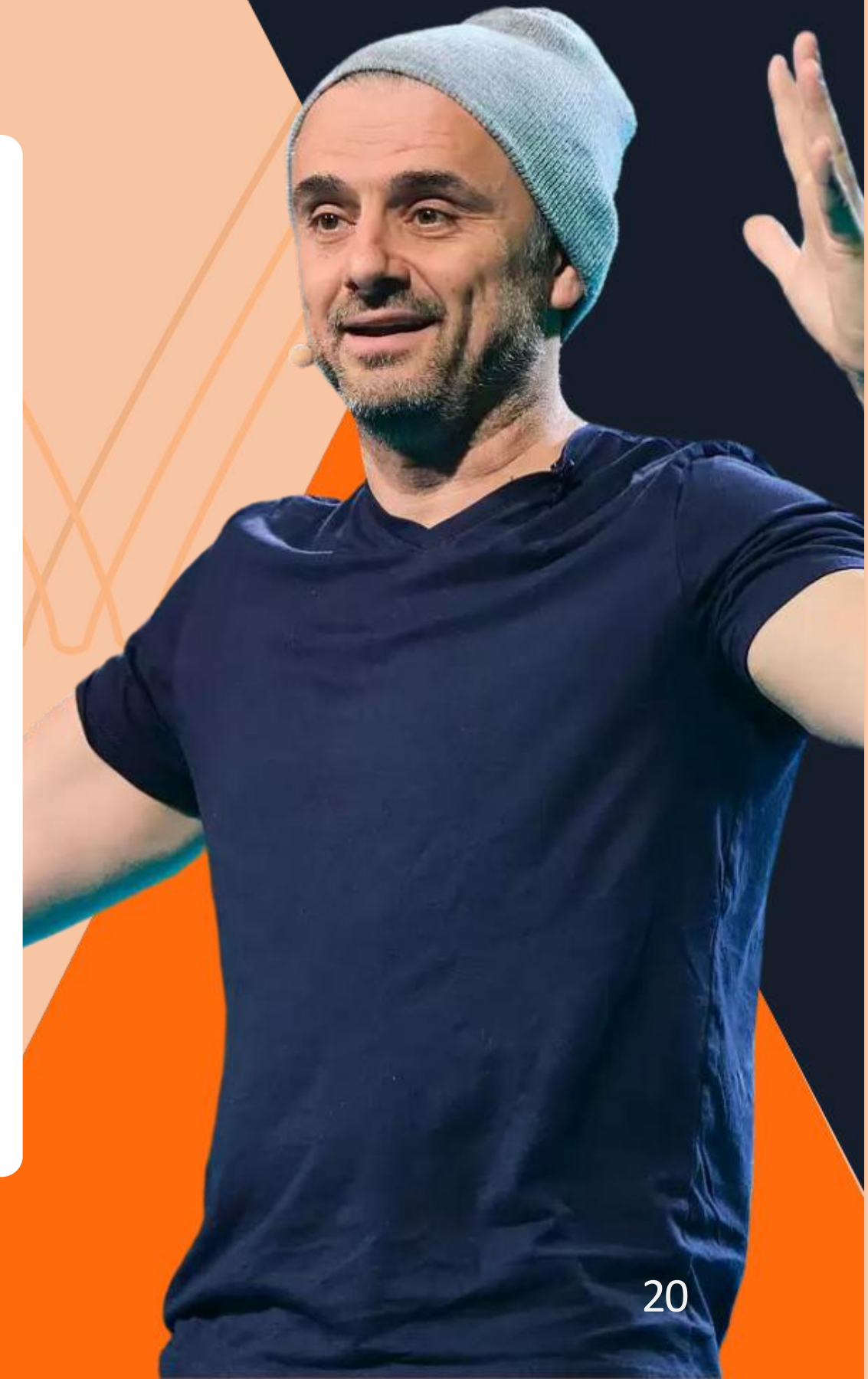
1. work in a city vs work in a small town;
2. apply for a full-time job or a part-time job;
3. work early in the morning or late at night;
4. work alone or in a team;
5. choose a job that is indoors or outdoors;
6. to participate in a job interview in person or online;
7. to study English yourself or to use software that translates as you speak.

1. Gary Vaynerchuk is an American businessman, author, speaker, and internet personality. Read what he says about work-life balance. Do you agree?

When I hear people on social media say things like 'I work 9 a.m.-5 p.m. Monday to Friday, I have great work-life balance.' And you ask them 'Do you like your job?' and they answer 'No-no-no, I don't like it at all.'

I say, 'You don't have work-life balance, you have 40 hours a week, every week, that you hate. That's not balance, that's tolerance.'

My work is my joy. This is my hobby. I would rather be working right now, than watching a movie or playing a video game.'



2. Read about some common problems in the workplace. Have you experienced any of them?

What do you think can be done to:

- prevent these problems
- help people who have them?

The **glass ceiling** is a way to describe how sometimes, women and other groups don't get higher jobs in a company because of their gender or background. It's like an invisible barrier that stops them from reaching top positions, no matter how hard they work.

Ageism is when people are treated differently because of their age. This can happen at work where older people might not get jobs or promotion just because they are not young.

Boreout is when someone feels very bored and unhappy at work because they do not have enough to do or the tasks are too easy. This can make people feel very tired and sad, even if they are not busy.

Burnout is when someone feels very tired and stressed from working too much. It happens when a person has too much work and not enough time to rest. This can make them feel very unhappy and not want to work anymore.

Imposter syndrome is when people think they are not good enough for their job, even if they are doing well. They feel like they are making other people believe that they are smart and worry that others will find out they are not.

3. Match people's stories with workplace issues (1-5).

1. **Imposter syndrome**
2. **Boreout**
3. **Ageism**
4. **Burnout**
5. **Glass ceiling**

a) Susan is 55, she is the oldest employee in her department. Her boss says that she might be "too tired" for new projects that require travel. Younger colleagues with less experience are given these opportunities.

b) Karen and John were hired on the same day 3 years ago. They have the same qualifications and experience. Yesterday John got a promotion and Karen didn't, even though she worked hard.

c) Lisa often works long hours and feels extremely tired. She is concerned that it's becoming too difficult for her to do her job well.

d) Emma did great at University but at her new job, she feels like she's not good enough. She thinks she doesn't have enough knowledge and experience.

e) Sean does the same things every day. He feels unhappy and uninterested at work.

4. Answer the questions.

1. Have you been ignored for a job promotion?
2. Does age affect how people do their job?
3. Are there rules against ageism in your country?
4. Do you think that your job is boring sometimes?
5. Have you felt very tired because you work too much?
6. Do you ever feel like you're not good enough at your job?
7. Do you think your boss values all workers equally?
8. How can we stop ageism at work?
9. What can companies do to prevent burnout?



1. Match (1-7) with (a-g).

- | | |
|------------|----------------------|
| 1. gain | a. skills |
| 2. work | b. a good impression |
| 3. get | c. yourself |
| 4. get | d. experience |
| 5. make | e. an interview |
| 6. sell | f. skills |
| 7. develop | g. a degree |

2. Substitute the verbs in bold with their synonyms (1-7) from exercise 1.

- Mary tries to **create** a good impression in his interview.
- John wanted to **promote** himself on LinkedIn, so he updated his profile.
- David goes to college to **earn** a degree.
- Samantha reads books on management to **improve** her skills.
- John wants to **learn** skills, so he decided to do a computer course.

3. Complete the sentences with the words from the list.

- application
- qualifications
- shortlist
- recruiter
- advertisement

- Ted conducts job interviews and hires people, he is a _____
- Judy has the skills and education for the job. She has the right _____
- The store puts a sign outside to let everyone know about a big sale. It's an _____
- He fills out a form to apply for the job. This form is his _____
- The company likes five people for the job. They are on the _____

4. Write the past participle of these irregular verbs.

- | | | |
|---------------|----------------|-----------------|
| • be → _____ | • give → _____ | • see → _____ |
| • do → _____ | • have → _____ | • send → _____ |
| • eat → _____ | • make → _____ | • speak → _____ |
| • go → _____ | • meet → _____ | • take → _____ |

5. Complete the sentences with the correct form of the verbs in brackets (Present Perfect or Past Simple).

1. I _____ (*never travel*) to Asia, but last year I _____ (*visit*) Europe.
2. He _____ (*not complete*) his project yet, but he _____ (*submit*) a draft last month.
3. I _____ (*respond*) to all the emails yesterday.
4. They _____ (*live*) in Brazil for three years. They _____ (*move*) there in 2019.
5. Our team _____ (*never work*) with such a large client before, but last month we _____ (*collaborate*) with a big company.

6. Choose the correct verb to complete the dialogues.

1. A: **Did you meet / Have you met** any new clients last week?

B: Yes, I **met / have met** two from international companies.

A: **Did you discuss / Have you discussed** the new project with them?

B: Yes, we **discussed / have discussed** it on Thursday.

2. A: **Did you see / Have you seen** Frank today?

B: No. He **went / has gone** to Madrid, I think.

A: **Did you speak / Have you spoken** to him yesterday about the new marketing campaign?

B: Yes, and he **thought / has thought** it was a good idea.

7. Complete the dialogues with the expressions (a-f).

- | | |
|----------------------------|---|
| a) Please, help me with | 1. A: _____ check these invoices? |
| b) I'll do that right now. | B: _____. I'll check them now. |
| c) Could you please | 2. A: _____ organize the client files. |
| d) Yes, no problem. | B: _____ I'm working on a deadline today. Can it wait until tomorrow? |
| e) I'd like you to | 3. A: _____ the presentation. |
| f) Sorry, but | B: OK, _____. |

8. Complete the sentences with the words below.

issue suitable advantage for preferable

1. Another key _____ is that this software can automate our reports.
2. I'd go _____ the cheaper supplier because they also offer faster delivery.
3. Another _____ is that the meeting room is too small for all of us.
4. I think working from home is _____ because it saves time commuting.
5. Online training is more _____ than in-person sessions for our remote team members.

