

H. Q. Mitchell - Marileni Malkogianni

Współpraca i konsultacje: Maria Łątka



Leader

Student's Book

Plus

Podręcznik i repetytorium
język angielski
poziom rozszerzony

Podręcznik wielokrotnego użytku


mm publications

Contents

	TOPICS	GRAMMAR
Unit 1: Człowiek p. 6	Personal details, Appearance, Character traits and personality, Clothes, Feelings, Emotions, Attitude	Imperative, Present Simple vs Present Progressive, Frequency adverbs, Stative verbs, Present Perfect Simple, Present Perfect Simple vs Past Simple, Present Perfect Continuous, since / for / how long
Unit 2: Dom p. 21	Kinds of houses, Description of houses and neighbourhoods, Parts of the house, Equipment and decoration, Activities in the house, Property	Articles, Plural nouns, This/That/These/Those, Prepositions of time, Prepositions of place, Prepositions of movement, Prepositions of manner, There is / There are, Word order
Unit 3: Szkoła p. 36	School subjects, Educational system, Students and teachers, Studying at school, Further/Higher education, Violence at school	Personal pronouns / Possessive adjectives / Possessive pronouns, Possessive case, Reflexive pronouns, Reciprocal pronouns, Other/Another, All/Both/Neither/None/Either, Double conjunctions
Revision 1-3 p. 50		
Unit 4: Praca p. 52	Jobs, Kinds of jobs and work, Departments in a company, Looking for a job, Employment and the workplace	must / have to / need / should / ought to / had better / would rather / can / could / may / might / be able to / would
Unit 5: Życie rodzinne i towarzyskie p. 66	Periods of time in people's lives, Family members, Relationships, Family events and festivals, Everyday activities, Ways of spending free time, Lifestyles	Past Simple, Past Continuous, Time clauses, Used to, Past Perfect Simple, Past Perfect Continuous
Unit 6: Żywność p. 80	Food and drink, Quantity and packaging, Preparing food, Kitchen equipment, At the restaurant, Nutritional value, Health problems related to food	Countable and uncountable nouns / Nouns without singular or plural, Some/any/no and their compounds, How much...? / How many...? / much / many / a lot of / lots of / a little / little / a few / few, Comparisons
Revision 4-6 p. 94		
Unit 7: Zakupy i usługi p. 96	Types of shops and services, Products, Advertising, Complaints, Selling and buying, Banking	Future will/shall, Future Continuous, Future going to, Future Perfect Simple, Future Perfect Progressive
Unit 8: Podróżowanie i turystyka p. 110	Road, rail, air and sea transport, Accidents and emergencies, Types of holidays, Accommodation, Tourism	Relative clauses, Infinitive, -ing form
Unit 9: Kultura i sztuka p. 124	Art and culture, Films and theatre, Literature, Dance and music, TV programmes and the press	Question Words (Who...?, What...?, Where...?, How...?), Question tags, Indirect questions, Verbs with two objects, Questions and question words
Revision 7-9 p. 138		
Unit 10: Sport p. 140	Sports and sportsmen/sportswomen, Sports events and venues, Sports equipment, Sports accidents and parts of the body, Unfair play	Zero Conditional, Conditional Sentences Type 1, Conditional Sentences Type 2, Conditional Sentences Type 3, Mixed Conditionals, Unreal Past
Unit 11: Zdrowie p. 154	Health problems and diseases, Symptoms and treatment, Disability, Addictions, At the doctor's, In hospital, Health care specialists	Passive Voice, Causative form
Unit 12: Nauka i technika p. 168	Research and science, Technological devices, Computers and Telephones, Technical failures	Clauses of concession, Clauses of purpose, Clauses of reason, Clauses of result, Exclamatory sentences
Revision 10-12 p. 182		
Unit 13: Przyroda p. 184	Climate and weather, Animals and plants, Landscape and geographical features, Environmental protection, Natural disasters, The universe	Reported Speech (Statements / Commands and Requests / Questions), Special Introductory verbs, Subjunctive
Unit 14: Życie społeczne p. 198	The state and politics, The law, Crimes and criminals, Social problems and unrest	Emphatic forms - Inversion
Revision 13-14 p. 212		

VOCABULARY	USE OF ENGLISH	LISTENING	READING	WRITING
Negative prefixes, Idioms, Phrasal verbs, Verbs + prepositions	Key word transformation, Word formation, Sentence completion	Multiple choice	Multiple matching, True/False	An article (describing a person)
Collocations, Compound nouns, Prepositional phrases, Adjective suffixes	Open cloze, Multiple-choice cloze, Word formation	Multiple matching, True/False	Multiple matching, Gapped text	A formal email/letter
Adjectives + prepositions Collocations, Phrasal verbs, Words easily confused, Compound adjectives, Noun suffixes, Nouns from phrasal verbs	Key word transformation, Sentence completion, Multiple-choice cloze	Multiple choice, Multiple matching	Gapped text, Multiple choice	An essay (discussing a problem/solution I)
Collocations, Phrasal verbs, Idioms, Words easily confused	Multiple-choice cloze, Open cloze, Key word transformation	Multiple choice	Multiple matching, True/False	A formal email/letter of application
Phrasal verbs, Collocations, Idioms, Common prefixes, Verbs + prepositions, Intensifying and softening adverbs	Word formation, Sentence completion	Multiple matching, True/False	Multiple matching, Multiple choice	An essay (expressing opinion I)
Phrasal verbs, Idioms, Words with multiple meanings, Binomials	Multiple-choice cloze, Open cloze, Sentence formation	Multiple matching, Multiple choice	True/False, Gapped text	An article (including elements of a review)
Words easily confused, Phrasal verbs, Idioms	Word formation, Sentence completion	Multiple choice, True/False	Gapped text, Multiple choice	A formal email/letter of complaint
Phrasal verbs, Idioms, Collective nouns, Noun suffixes, Verbs related to movement	Multiple-choice cloze, Sentence completion, Key word transformation	Multiple matching, Multiple choice	Multiple matching, Multiple choice	An article (describing a place)
Idioms, Collocations, Prepositional phrases, Uncountable nouns, Phrasal verbs	Word formation, Sentence completion, Key word transformation	Multiple choice, True/False	Gapped text Multiple choice	An essay (discussing advantages/disadvantages)
Phrasal verbs, Collocations, Nouns + prepositions, Idioms, Verbs + prepositions	Word formation, Sentence completion, Open cloze	True/False, Multiple choice	Multiple choice, Gapped text	An essay (expressing opinion II)
Singular and plural nouns, Idioms, Words easily confused, Verbs related to sight, Expressions with <i>come</i> and <i>go</i>	Multiple choice cloze, Word formation, Key word transformation	Multiple choice, Multiple matching	Multiple matching, Multiple choice	A letter to the editor I
Phrasal verbs, Collocations Words easily confused, Adjectives + prepositions	Open cloze, Sentence completion, Key word transformation	Multiple matching, Multiple choice	Multiple choice, Gapped text	An essay (describing a problem/solution II)
Idioms, Verbs + prepositions, Nouns + prepositions	Sentence completion, Key word transformation, Multiple-choice cloze	Multiple choice, True/False	Multiple matching, Gapped text	An article (including elements of a narrative)
Phrasal verbs, Verb suffixes, Words easily confused	Open cloze, Word formation, Key word transformation	Multiple choice, Multiple matching	Gapped text, Multiple choice	A letter to the editor II

Unit 4: Work Praca

Key Vocabulary

Jobs Zawody

accountant księgowy
 architect architekt
 baker piekarz
 bank clerk urzędnik bankowy
 beautician kosmetyczka
 businessman / businesswoman
 biznesmen / bizneswoman,
 przedsiębiorca / kobieta interesu
 cashier kasjer
 chemist aptekarz, chemik
 civil servant urzędnik państwowy
 computer / IT specialist informatyk
 construction worker pracownik
 budowlany
 electrician elektryk
 engineer inżynier
 fashion designer projektant mody
 financial director dyrektor do spraw
 finansowych
 flight attendant steward, stewardesa
 graphic designer projektant graficzny,
 grafik
 insurance agent agent ubezpieczeniowy
 journalist dziennikarz
 judge sędzia
 lawyer prawnik
 manager dyrektor, kierownik, menedżer
 mechanic mechanik samochodowy
 nurse pielęgniarka
 optician optyk
 physiotherapist fizjoterapeuta
 plumber hydraulik
 psychologist psycholog
 sales manager / sales director dyrektor
 do spraw sprzedaży
 salesperson / shop assistant sprzedawca
 software developer programista
 surgeon chirurg
 truck driver kierowca
 vet weterynarz

Kinds of jobs and work Rodzaje pracy

badly-paid / low-paid job złe, kiepsko
 płatna / nisko płatna praca
 blue-collar / white-collar job
 praca fizyczna / biurowa
 dead-end job praca bez perspektyw,
 bez widoków na przyszłość
 desk job praca biurowa
 evening / weekend job praca wieczorami /
 w weekendy

extra job praca dodatkowa
 freelance work wolny zawód
 full-time / part-time job praca w pełnym /
 niepełnym wymiarze godzin
 highly-paid / well-paid job dobrze płatna
 praca
 holiday / summer job praca wakacyjna
 job with a future praca z perspektywami
 nine-to-five job praca od godz. 9.00
 do 17.00
 paid / unpaid job płatna / niepłatna praca
 permanent / steady job praca stała
 seasonal work praca sezonowa
 temporary job praca tymczasowa
 voluntary work praca społeczna

Adjectives describing jobs and work Przymiotniki opisujące pracę

career kariera
 long / brief / successful / promising /
 rewarding długa / krótka / udana /
 obiecująca / satysfakcjonująca
 job praca
 good / ideal / satisfying / responsible /
 profitable / menial / dangerous dobra /
 idealna / przynosząca zadowolenie /
 odpowiedzialna / intratna / niewdzięczna /
 niebezpieczna

work praca
 stressful / physical / mental / dangerous /
 tiring / back-breaking / monotonous /
 demanding stresująca / fizyczna /
 umysłowa / niebezpieczna / męcząca /
 wyczerpująca / monotonna / wymagająca

work / job praca
 boring / interesting / fascinating / easy /
 difficult / skilled / semi-skilled / unskilled /
 time-consuming nudna / ciekawa /
 fascynująca / łatwa / trudna / wymagająca
 pełnych kwalifikacji / częściowo
 wymagająca kwalifikacji / niewymagająca
 kwalifikacji / czasochłonna

Adjectives describing employers and employees Pracodawcy i pracownicy

(in)experienced (nie)doświadczony
 committed zaangażowany, oddany
 competent / qualified kompetentny /
 wykwalifikowany
 conscientious sumienny
 consistent konsekwentny

devoted / dedicated oddany
 industrious pracowity, pilny
 methodical metodyczny
 resourceful zaradny, pomysłowy
 trustworthy godny zaufania, solidny

Departments in a company (Wy)działy w firmie

Customer Service dział obsługi klienta
 Financial dział finansów
 Human Resources dział personalny, dział
 kadr
 IT dział teleinformatyczny
 Marketing dział marketingu
 Public Relations PR, public relations
 Research and Development dział badań
 i rozwoju
 Sales dział sprzedaży
 Warehouse hurtownia

Looking for a job Poszukiwanie pracy

apply for a job ubiegać się o pracę
 apply for the post / position of ubiegać się
 o pracę na stanowisku
 be out of work / a job nie mieć pracy
 candidate kandydat
 conditions / terms of employment
 warunki zatrudnienia
 employment centre biuro pośrednictwa
 pracy
 fill in an application form wypełnić
 formularz podania (o pracę)
 find employment znaleźć zatrudnienie
 gain experience zdobywać doświadczenie
 get unemployment benefit dostawać
 zasiłek dla bezrobotnych
 go for an interview iść na rozmowę
 kwalifikacyjną
 have no work experience nie mieć
 doświadczenia zawodowego
 job centre biuro pośrednictwa pracy
 job description zakres obowiązków
 labour market rynek pracy
 land a new job znaleźć nową pracę
 letter of application list motywacyjny
 look for a job szukać pracy
 negotiate negocjować
 put together a CV (curriculum vitae)
 napisać CV
 qualifications kwalifikacje
 qualify zdobywać kwalifikacje,
 nadawać się

reference referencje
 retrain as przekwalifikować się na
 salary wynagrodzenie miesięczne
 (za pracę biurową)
 skills umiejętności
 support / maintain a family utrzymywać
 rodzinę
 training course szkolenie (kurs)
 unemployment rate stopa bezrobocia
 vacancy wolny etat, wakat
 wages wynagrodzenie tygodniowe
 (za pracę fizyczną)
 What's the pay like? Jakiej jest
 wynagrodzenie?

Employment and the Workplace

Zatrudnienie

be a team player pracować w zespole
 be at the height / peak of one's career
 znajdować się u szczytu kariery
 be employed / unemployed być
 zatrudnionym / bezrobotnym
 be given three-months' notice / get notice
 dostać trzymiesięczne wypowiedzenie /
 dostać wypowiedzenie
 be on the dole być na zasiłku
 be the person in charge of sth być osobą
 odpowiedzialną za coś
 bonus / extra money premia / dodatkowo
 wynagrodzenie, dodatek motywacyjny
 CEO (Chief Executive Officer) dyrektor
 naczelny, generalny
 CFO (Chief Financial Officer) dyrektor
 finansowy
 change profession zmienić pracę
 client klient
 company car samochód służbowy
 cover for sb zastąpić kogoś (w pracy)
 create job positions tworzyć miejsca/
 stanowiska pracy
 day / night shift zmiana dzienna / nocna
 difficult working conditions trudne
 warunki pracy
 dismiss / fire sb zwolnić / wyrzucić kogoś
 z pracy
 do business with sb prowadzić interesy
 z kimś
 do the job wykonać pracę / zadanie
 earn / make a living zarabiać na życie
 employ zatrudniać
 employee / worker pracownik
 employer pracodawca
 employment contract umowa o pracę
 entrepreneur przedsiębiorca
 get / lose / give up / resign from a job
 dostać / stracić / porzucić pracę /
 zrezygnować z pracy
 get a commission dostać prowizję
 get a job as a... zatrudnić się jako
 get a pay rise dostać podwyżkę
 get a promotion / get promoted dostać
 awans / awansować

go bankrupt zbankrutować
 good prospects dobre perspektywy
 hand in one's resignation wręczyć swoją
 rezygnację
 have a day off mieć dzień wolny od pracy
 have a job mieć pracę
 have a sense of responsibility mieć
 poczucie odpowiedzialności
 have an accident at work mieć wypadek
 w/przy pracy
 have the potential for/to mieć potencjał /
 zadatki na coś / do zrobienia czegoś,
 zapowiadać się na
 heavy workload dużo obowiązków
 hold a position for... years zajmować/być
 na stanowisku przez... lat
 hold the position of... zajmować
 stanowisko...
 How much / What do you think she
 makes? Ile według Ciebie zarabia?
 intern stażysta
 live off one's salary / pension
 utrzymywać się z pensji / emerytury
 living wage pensja, płaca wystarczająca
 na utrzymanie
 make a loss / profit przynosić straty /
 korzyści
 make sb redundant zwolnić kogoś
 (z powodu redukcji etatów)
 make... pounds a week zarabiać... funtów
 tygodniowo
 maternity leave urlop macierzyński
 minimum wage minimalna płaca
 pension renta, emerytura
 perform menial tasks wykonywać
 niewdzięczną pracę
 perks of the job dodatkowe świadczenia /
 bonusy za pracę
 phone in sick zadzwonić, aby powiedzieć,
 że jest się chorym
 place of employment / workplace miejsce
 zatrudnienia / zakład pracy
 recruit (v, n) rekrutować, werbować/
 rekrut, nowicjusz
 rival company / competitors konkurencja
 run a company zarządzać firmą
 run errands biegać na posyłki
 run one's own business prowadzić
 własną firmę
 self-employed pracujący na własny
 rachunek, pracujący we własnym
 przedsiębiorstwie
 sign a contract podpisać umowę
 staff / personnel personel, obsada
 start / finish work at zaczynać / kończyć
 pracę o
 strike a deal zawrzeć umowę
 subordinate podwładny
 supervisor kierownik, osoba nadzorująca
 pracowników
 take a holiday / be on leave wziąć urlop /
 być na urlopie
 take early retirement pójść na
 wcześniejszą emeryturę

trade union związek zawodowy
 work flexitime mieć nienormowany
 (ruchomy) czas pracy
 work in advertising pracować w reklamie
 work in shifts pracować w systemie
 zmianowym, pracować na zmiany
 work unsocial hours pracować
 w nietypowych godzinach, utrudniających
 życie towarzyskie i rodzinne (wieczorami,
 w nocy, w weekendy)
 work / do overtime pracować w godzinach
 nadliczbowych
 workaholic pracoholik
 working hours godziny pracy
 workmate / colleague from work kolega /
 koleżanka z pracy
 wreck / ruin one's career zniszczyć /
 zrujnować karierę

Idioms Idioms

be an up-and-coming (businessman) być
 obiecującym i ambitnym (biznesmenem)
 be good on paper być dobrym w teorii,
 dobrze wyglądać na papierze
 be snowed under / be up to one's ears /
 have one's hands full / be tied up
 mieć bardzo dużo pracy / być zarobionym
 po uszy / mieć pełne ręce roboty /
 ugrzęznąć w pracy
 be the breadwinner być żywicielem
 rodziny
 climb the career ladder wspinać się po
 szczeblach kariery
 get the sack / get sacked zostać
 wyrzuconym z pracy
 make ends meet wiązać koniec z końcem
 put sth on hold zawiesić coś / odłożyć
 think outside the box myśleć
 nieschematycznie, mieć nowe, oryginalne
 pomysły
 work 24/7 pracować 24 godziny na dobę
 siedem dni w tygodniu

Phrasal Verbs / Expressions

Czasowniki złożone (frazowe)

catch up with one's workload nadrobić
 zaległości w pracy
 get ahead posuwać się do przodu
 go out of business zbankrutować, zwinąć
 interes
 hand in one's notice złożyć wypowiedzenie
 leave sb to it zostawić kogoś w spokoju
 (nie przeszkadzać mu w pracy)
 set up a business założyć firmę
 stand down from a position ustąpić ze
 stanowiska
 take on responsibility przyjąć, brać
 odpowiedzialność
 take on / lay off staff przyjąć do pracy /
 zwolnić z pracy ludzi
 take over sb's position przejąć czyjeś
 stanowisko

COLLOCATIONS

A Match 1-10 to a-j to make complete sentences. What do the expressions in bold mean?

1. When I finish my studies I'm going to **apply for a**
2. Neil had **been on**
3. All sales managers receive a **company**
4. Danielle decided to hand in
5. You can apply to get **unemployment**
6. The company had been making
7. Sarah has taken maternity
8. The local job centre advertises a number of **job**
9. Construction workers can encounter difficult **working**
10. My brother James **gave up**

- a. **her resignation** after she was asked to accept a reduction in salary.
- b. **leave** so that she can rest before the birth of her baby.
- c. **the dole** for ten months before he landed himself a job.
- d. **benefit** as long as you are actively looking for a job.
- e. job as an accountant.
- f. his job as a journalist to follow a career in politics.
- g. **car** as a perk of the job.
- h. **conditions**, which is why they need to get paid extra for their efforts.
- i. **vacancies** in all fields of employment.
- j. **a loss** for five years before it finally went bankrupt.

B Complete the questions with the missing words. Then answer the questions by referring to the jobs mentioned in the Key Vocabulary list on page 52.

collar end five job paid shifts team time

Which occupation(s):

- | | |
|---|-------------------------------------|
| 1. requires someone to be a [] player? | 5. is a [] with a future? |
| 2. may involve night []? | 6. is a dead-[] job? |
| 3. is considered a white-[] job? | 7. is a nine-to-[] job? |
| 4. is well-[] ? | 8. can be done on a part-[] basis? |

C Match the types of work 1-8 to the characterisations a-h.

- | | |
|-------------------------------|--|
| 1. A holiday job is | a. done on a voluntary basis, usually in order to gain work experience. |
| 2. An unpaid job is | b. working in an office using mainly mental ability. |
| 3. Freelance work involves | c. usually taken on to supplement the salary of one's main job. |
| 4. A desk job involves | d. physical work. |
| 5. A seasonal job is | e. a temporary job done by students during the summer break from school. |
| 6. An extra job is | f. both tiring and stressful. |
| 7. A demanding job can be | g. working for a number of organisations rather than just one. |
| 8. A blue-collar job involves | h. only available at certain times of the year. |

D Read sentences 1-8 and match the phrases in bold to the meanings a-h.



PHRASAL VERBS

1. It's always nice to have a day off, but then you have to **catch up on your workload** when you return.
2. After being made redundant, George decided to **set up his own business**.
3. Our company is **taking on staff** to cope with the increased workload.
4. A combination of bad management and increased competition resulted in the corner shop **going out of business**.
5. My boss usually just explains what he needs and then **leaves me to it**.
6. Getting a promotion naturally involves **taking on more responsibility**.
7. The CFO decided to **stand down from his position** following disappointing yearly results.
8. With such hard work and dedication she's sure to **get ahead** in her career.



- a. to formally create a new company
- b. to stop operating as a business due to financial difficulties
- c. to do work that you didn't do earlier
- d. to be successful in one's job
- e. to accept more authority but also more blame if something goes wrong
- f. to employ people
- g. to agree to leave a position in a company or organisation
- h. to allow someone to continue with what they were doing before

E Put the prompts 1-6 in order to form idioms and match them to the definitions a-f.



IDIOMS

- | | | |
|----------------------------------|--------------------------|--|
| 1. under / snowed / be | <input type="checkbox"/> | a. to sound good in theory but perhaps not work in practice |
| 2. outside / box / think / the | <input type="checkbox"/> | b. to have too much work to do |
| 3. ladder / climb / the / career | <input type="checkbox"/> | c. to have just enough money to pay for the necessities |
| 4. on / good / paper / be | <input type="checkbox"/> | d. to think imaginatively without being restricted by traditional ideas |
| 5. job / a / have / dead-end | <input type="checkbox"/> | e. to progress in a career or company by being promoted |
| 6. meet / ends / make | <input type="checkbox"/> | f. to be in a job which provides no hope of progressing to a better position |



F Complete the sentences with the correct form of the idioms in the box.






IDIOMS








be tied up be the breadwinner get the sack put on hold be an up-and-coming employee work 24/7



1. My mum has in the family ever since my dad lost his job.
2. The development of the new warehouse has been because of financial problems.
3. Since the birth of my baby daughter, I have been to make sure I can support my family.
4. Andrew and is expected to climb the career ladder quickly.
5. I couldn't make it to the match last night because I at work.
6. I was shocked to hear that Oliver because he is such an industrious and trustworthy individual.

G Read the text and complete the gaps with a, b or c.  

Just the j**o**b

As graduation approaches, students will be giving more and more thought to their choice of career. However, the (1)  market has become increasingly competitive over the past few years. In order to do more than just make (2)  meet, school and university leavers are being urged to think (3)  the box before setting off along their career path.

Graduates who find themselves out of (4)  might want to consider applying for the (5)  of pet food taster. The job offers a (6)  which is high enough not only to feed yourself, but also to (7)  a family in later years. Successful (8)  for the job should possess both a good sense of adventure and taste. Work (9)  is not a requirement, but candidates who are (10)  in the field of food nutrition are preferred.

One of the (11)  of the job is an unlimited supply of pet food for all (12) ! This should be especially appealing to those who own a pet or who actually acquire a taste for the food.



- | | | |
|-------------------------|---------------|-----------------|
| 1. a. work | b. job | c. career |
| 2. a. ends | b. end | c. endings |
| 3. a. beside | b. outside | c. inside |
| 4. a. job | b. peak | c. work |
| 5. a. position | b. place | c. reference |
| 6. a. benefit | b. workload | c. salary |
| 7. a. support | b. carry | c. contain |
| 8. a. employers | b. candidates | c. freelancers |
| 9. a. skills | b. overtime | c. experience |
| 10. a. promoted | b. qualified | c. devoted |
| 11. a. responsibilities | b. terms | c. perks |
| 12. a. employees | b. rivals | c. subordinates |

H Work in pairs. Compare the professions shown in the pictures, using the phrases and expressions below.

- have to be precise
- special training required
- have specific tasks to do
- have to wear a uniform / safety helmet
- must dress smartly
- indoor/outdoor work
- shouldn't have a fear of heights
- special equipment/tools
- work alone
- self-employed
- contact with people
- steady income (wage)
- work under supervision
- skills required
- chances of promotion
- steady working hours
- pressured by time

- work at one's own pace
- work in shifts
- have to be (computer) literate
- dangerous work



Suggested expressions

- The job in the first/second picture shows/involves...
- The job of the secretary/businesswoman working on the computer is...
- A worker fixing cables should/shouldn't/must...

A Przeczytaj tekst. Z podanych słów wybierz właściwe, tak aby otrzymać logiczny i gramatycznie poprawny tekst. Zakreśl literę A, B, C albo D.



Free to Speak

Polar Press is the first Bradford free press. Sanjay Ray, one of the writers, who used to be (1) by Bradford Evening News, explains, 'We wanted Polar Press to be free, so that everyone (2) read it. We make money from the people or companies who advertise on our pages. Of course, they are all people or companies whose work we like.'

Polar Press produces a weekly magazine, has a website and can be found on Facebook. The company is (3) by a team of young journalists and graphic designers with fresh ideas and a lot of imagination. The stories are about the latest in art, music, theatre and fashion, together with stories from Bradford, such as the hairdresser whose shop turns into an informal music venue after he stops cutting hair.

The current issue of Polar Press features an article on locals who have left monotonous dead-end jobs and started something more (4) .

This includes some of the people who work for Polar Press. Annie Lee, one of the photographers, said, 'It's very satisfying (5) a living doing something you like and working with friends. In the morning I look forward to what I'm going to do, instead of thinking I (6) not go to work.'

- | | |
|-----------------|--------------------|
| 1. A. redundant | 4. A. resourceful |
| B. employed | B. rewarding |
| C. interviewed | C. competent |
| D. committed | D. dedicated |
| 2. A. should | 5. A. to do |
| B. must | B. to support |
| C. can | C. to make |
| D. has to | D. to have |
| 3. A. run | 6. A. would rather |
| B. made | B. ought |
| C. worked | C. had better |
| D. produced | D. would |

B Przeczytaj tekst. Uzupełnij każdą lukę (1-6) jednym wyrazem, tak aby powstał spójny i logiczny tekst. Wymagana jest poprawność gramatyczna uzupełnionego tekstu i prawidłowy zapis słów.



A new beginning



When Mike in management (1) in his notice, Jeremy Larns got a call (2) the Human Resources department. In short, they told him that because of the difficult times they were facing as a company, they would (3) to let him go. Jeremy couldn't believe it.

He thought he was going to be taking (4) Mike's position. It seemed there was a new manager, a Marjorie Tinder, and she was making some radical changes, including laying (5) Jeremy. Jeremy was disappointed, but he was also optimistic. He decided it was a good chance to find a job he really liked and that to find it he (6) have to think outside the box.

C Wykorzystując wyrazy zapisane drukowanymi literami, uzupełnij każde zdanie z luką, tak aby zachować sens zdania wyjściowego (1-6). W każdą lukę można wpisać od 2 do 4 wyrazów, wliczając w to wyraz już podany. Wymagana jest poprawność gramatyczna uzupełnionego tekstu i prawidłowy zapis słów.

Uwaga: nie zmieniaj formy podanych wyrazów.



- | | |
|--|----------------|
| 1. It was a mistake to lie to your teacher.
You <input type="text"/> to your teacher. | HAVE |
| 2. Sheena is possibly still sleeping.
Sheena <input type="text"/> up yet. | NOT |
| 3. I'm sure Alex took your mobile phone by mistake.
Alex <input type="text"/> mobile phone by mistake. | TAKEN |
| 4. There was no point in hurrying to catch your bus - it had left two minutes earlier.
You <input type="text"/> to catch the bus - it had left two minutes earlier. | HURRIED |
| 5. I'm sure Walter and Kim stayed at home last night.
Walter and Kim <input type="text"/> at home last night. | MUST |
| 6. Roger was supposed to have finished his project last week.
Roger <input type="text"/> his project last week. | SHOULD |





DISCUSS

- Which are the most popular jobs in Poland? Why do you think this is?
- What do you think your first job will be? Why?

VOCABULARY BOOSTER

Write the verbs below in the correct category, depending on whether they describe something that grows or something that gets smaller. ✕ ✎

decline	decrease	double	half	increase	lessen
maximise	minimise	multiply	reduce	rise	triple

+	-

A Usłyszysz dwukrotnie trzy teksty. Z podanych odpowiedzi wybierz właściwą, zgodną z treścią nagrania. Zakreśl literę A, B albo C. 🎧 ✕ ✎

- 1. What is the man's profession?**
 - A. doctor
 - B. chemist
 - C. dentist
- 2. How should the piece of news be headlined?**
 - A. SEVERE JOB LOSSES IN BLOOMSBURY
 - B. EMPLOYMENT TRENDS IN BLOOMSBURY
 - C. THINGS LOOKING UP IN BLOOMSBURY
- 3. Which of the following is stated in the interview as a fact, and not an opinion?**
 - A. University graduates earn more money than non-graduates.
 - B. The choice between university and vocational education is a difficult one.
 - C. University fees have become too expensive for the majority of students.

B Usłyszysz dwukrotnie wywiad z dziennikarką na temat nietypowych zawodów. Z podanych odpowiedzi wybierz właściwą, zgodną z treścią nagrania. Zakreśl literę A, B, C albo D. 🎧 ✕ ✎

- 1. According to Bob, crab fishermen should**
 - A. be able to swim in rough seas.
 - B. have an adventurous character.
 - C. work non-stop for eight weeks.
 - D. be experienced at fishing.
- 2. Bob says that crab fishermen**
 - A. should feel comfortable on a small boat.
 - B. have to go without a shower for long periods.
 - C. should not feel bored whilst at sea.
 - D. must think of the boat as their home.
- 3. What discourages the interviewer from being a crab fisherman?**
 - A. the location
 - B. the environment
 - C. the pay packet
 - D. the danger
- 4. The successful candidate for the cooking job will have to**
 - A. be prepared to taste food prior to serving.
 - B. order food for special occasions.
 - C. organise the kitchen and dining area.
 - D. ensure safety measures are practised.
- 5. The last job Bob mentions**
 - A. may lead somebody to become well known.
 - B. requires an extensive knowledge of music.
 - C. requires a strict manner.
 - D. involves speaking a foreign language.



DISCUSS

- What kind of jobs appear more often in newspaper or online ads?
- What jobs do you think would never appear in an ad?

A Przeczytaj trzy ogłoszenia (A-C) oraz dotyczące ich pytania (1-4). Do każdego pytania dopasuj właściwe ogłoszenie. Wpisz rozwiązania w kratki. Uwaga: jedno ogłoszenie pasuje do dwóch pytań.



JOB VACANCIES

A Salesperson

We are currently searching for dynamic and highly-motivated individuals to join our busy sales team. This full-time post offers an attractive **bonus** system to all new employees, a comprehensive health insurance package, 29 days annual leave, and free access to the company's gym facilities. Outstanding communication and interpersonal **skills** are essential for the role, along with excellent IT skills and a high level of written and spoken English. All applicants will be required to demonstrate this during the interview. The **salary** is negotiable, but previous work **experience** and **qualifications** will be considered.

B Waiting staff

Are you looking to earn some extra cash? Why not apply for a **position** in our organisation? We are a lively fast food restaurant located in the heart of London. We are looking for friendly waiting staff, able to work up to 10 hours a week. Previous **work** experience in the catering industry is desirable, but not essential. All employees are required to complete a two-day introduction to basic food and hygiene, and attend a seminar on customer service skills. Please send a copy of your CV, along with a covering letter to the restaurant manager, detailing why you are perfect for the role.

C Receptionist



A local hospital is currently searching for an experienced receptionist to work in the Accident and Emergency Department. All candidates must be able to work shifts and willing to work overtime during busy periods. Given the fast-paced working environment, only candidates able to work well under pressure will be considered

for the post. The **job** requires a polite telephone manner, excellent organisational skills, and a general awareness of medical issues. Previous experience of working in a hospital environment will be an advantage. For more information about the position, please contact the Human Resources Department.

In this job advertisement, the text

1. mentions the training offered to all new staff.
2. states that the pay is open to discussion.
3. warns that the job is very demanding.
4. gives information on the perks of the job.

VOCABULARY BOOSTER

A1 Look at the highlighted words in all three ads. The words highlighted in the same colour are similar to each other. Are they always synonyms or not?

A2 Now complete the sentences with the correct form of the words in the boxes. In some cases, more than one word may be correct.



job occupation work profession position

1. People in the medical work long hours.
2. In order to get a(n) as a computer analyst, you need a degree in Computer Science.
3. Betty has been out of since January.
4. I was asked to write my present on the application form.



WORDS EASILY CONFUSED

skill quality qualification experience

5. To get the job you must have three years' in telecommunications and the necessary , one of which is a university degree.
6. Leadership are required by a Prime Minister, as well as communication .

salary wage payment income bonus

7. My gets paid into my bank account every fortnight.
8. Young workers under the age of 21 get the minimum set by the law.
9. My from my job isn't sufficient to cover any holiday expenses. Only when I get a(n) at the end of my six-month evaluation can I afford something like that.
10. Your car will be due on the 10th of each month.

B Przeczytaj poniższy tekst. Na podstawie zawartych w nim informacji oceń, które zdania podane w tabeli są zgodne z jego treścią (TRUE), a które nie (FALSE). Wpisz znak X w odpowiednią rubrykę tabeli.  

Nothing ventured, nothing gained

Dragons' Den is a television series in which up-and-coming entrepreneurs, inventors and small businessmen and women present their ideas to five multi-millionaire judges. If the contestant can convince the judges that they have a viable and potentially profitable idea, they will receive the necessary funding to further develop their product. However, a rejection in front of a nationwide audience of millions, while discouraging and sometimes humiliating, need not be the end of the road.

London hairdresser Shaun Pulfrey appeared on Dragons' Den in 2007 with high hopes of attracting much-needed investment for his innovation, which aims to smooth knotted hair easily by combining the properties of a comb and a brush in one. Everything seemed to be going well after a smooth presentation. Then came the questions. Pulfrey says, 'I just made a comment about one of the women judges colouring her hair because, as a professional hair colourist for thirty years, I know how difficult it is to comb highlighted hair. When she denied her hair was coloured, I lost all hope.' The judges unanimously turned down his request for funding. 'The rejection hit me hard but I didn't give up because I truly believed in my product.'

The turning point came in 2008 when a leading UK pharmacy chain store started stocking the product in 600 of its shops across the country. This came at the same time as an increase in demand from the company's website. The future is looking bright for the company, as they expect to earn £15 million this

year alone, and also expect a growth of 75% per year. Shaun Pulfrey certainly seems to **have had the last laugh**, but has no intention of stopping just yet. In the near future, he plans to extend the brand with a view to capturing a 30% share of the hairbrush market. Another contestant, Rob Law, entered the Dragons' Den in search of a cash boost for his line of ride-on children's suitcases. He watched in dismay as his product presentation literally fell apart. During inspection of the product, a judge managed to pull off the strap and then went on to ridicule Law's invention for being poorly designed and badly made. The other judges quickly followed suit and branded the idea as a failure. Law was extremely upset. He was worried that the public would agree with the judges' opinion that his product was worthless. However, his fears proved unfounded. 'The public saw straight through it,' he explains. 'They recognised that it was theatrical television and that the ride-on suitcase is a fantastic product.' Also, rather than become bitter about the judges' criticism, Law set about redesigning the practical toy so as to improve its durability. The brand has now become an established name in the market place and the Dragons' Den ordeal is but a distant memory for an entrepreneur whose sights are set very much on the future. Since 2006, over 1.8 million ride-on suitcases have been sold in 97 countries worldwide. Law has also extended the range of kids' travel products to include backpacks, car seats and travel pillows, with the brand now earning over £7 million a year.

	TRUE	FALSE
1. Contestants on Dragons' Den are given funding if their product makes a profit.		
2. Shaun Pulfrey's innovation consists of both a comb and a brush.		
3. Shaun Pulfrey thinks he said something that affected the judges' decision.		
4. Shaun Pulfrey feels fully satisfied with the success he has achieved so far.		
5. Rob Law's product was damaged by one of the judges.		
6. The public disagreed with the judges' opinion on Rob Law's product.		
7. Rob Law ignored the judges' criticism of his product.		
8. Rob Law's company has made a profit of £7 million so far.		



DISCUSS

- If there was a show like Dragon's Den in Poland, would you want to participate? Why? Why not?
- Does a solid education or the ability to take risks play a more important role when setting up a new business?

VOCABULARY BOOSTER

B1 Look at the highlighted phrase in the text. What do you think it means?

B2 Now read the sentences and decide if the idioms in bold express success or failure.

IDIOMS

1. We always knew Gregory would **go places** - he was so intelligent and ambitious, it's no wonder he ended up being awarded for his work.
2. Her flower shop is **going from strength to strength**. Last year, she got her first big job decorating a new shopping centre and this year she has done a dozen large weddings.
3. They advised me to forget about including so many people in my company's decision-making; they said it was a **recipe for disaster**.
4. The newest version of the software is so easy to use - it **works like a dream**.
5. The recent economic crisis forced businesses that were **built on sand** to close down, giving us a clearer picture of the ones that are healthy and profitable.
6. The fire that destroyed our shop turned out to be a **blessing in disguise**. With the money we got from the insurance company, we were able to completely renovate the place and now the number of our customers has tripled.

DISCUSS

- Have you ever had a summer job? If yes, what was it? If no, what kind of summer job would you be interested in doing?
- What kind of procedures are you usually required to follow when applying for a job?
- What kind of information are you required to provide when applying for a job?

A Read the rubric below and identify the key words/phrases in it. What are you asked to write? Who is the recipient? What information do you have to include?

Na stronie internetowej znalazłeś/znalazłaś niedawno ogłoszenie o pracy sprzedawcy. Napisz e-mail - podanie o pracę, w którym zamieścisz informacje na temat swoich kwalifikacji i umiejętności oraz wyjaśnisz, jakie korzyści wyniosłeś/wyniosłaś z poprzedniej pracy na podobnym stanowisku.

List motywacyjny / e-mail - podanie o pracę to typ listu oficjalnego, w którym masz za zadanie przekonać adresata, że jesteś najlepszym kandydatem / najlepszą kandydatką do otrzymania pracy. W liście zamieszczasz informacje o swoim wykształceniu, doświadczeniu i cechach charakteru w taki sposób, by wywrzeć jak najlepsze wrażenie na adresacie.



B Now read the email of application below and answer the questions that follow.  

Dear Sir/Madam,

I am writing with regard to your advertisement which I saw on the job vacancy website 'JobSeekers.com' on 15th May. I am interested in applying for the position of sales assistant.

I am an eighteen-year-old secondary school graduate and have recently been accepted to the London School of Business and Finance to study sales and marketing management. I am computer literate and have excellent knowledge of computer programs. I am also proficient in both Spanish and Italian.

As you will see from the attached CV, I worked part-time as a sales assistant both last year and the year before that at Marks & Spencer in Oxford Street. My duties included assisting customers, operating the cash register, packaging goods for customers and arranging their delivery, taking special orders for items not in stock, pricing, stacking and displaying items for sale, and stocktaking.

As a result of my work experience, I have developed the ability to deal accurately with money, solve problems creatively, communicate effectively with people and work well as part of a team. In addition, I am motivated, responsible and hard-working and have a professional manner and appearance. I feel confident that my work-related skills and knowledge, as well as my personal qualities, make me suitable for the job.

I have also attached a reference letter from Mrs Andrews, who was the branch manager while I was working there. If you feel that I meet your requirements, please note that I am available for an interview at any time convenient to you.



Yours faithfully,

Brandon Young



In which paragraph (1-5) does the writer:

- provide details about previous work experience?
- mention his age?
- express availability?
- state what the purpose of the email is?
- write about how he benefited from previous work experience?
- give details about his qualifications and skills?
- refer to when and where he came across the advertisement?
- mention desirable character traits?

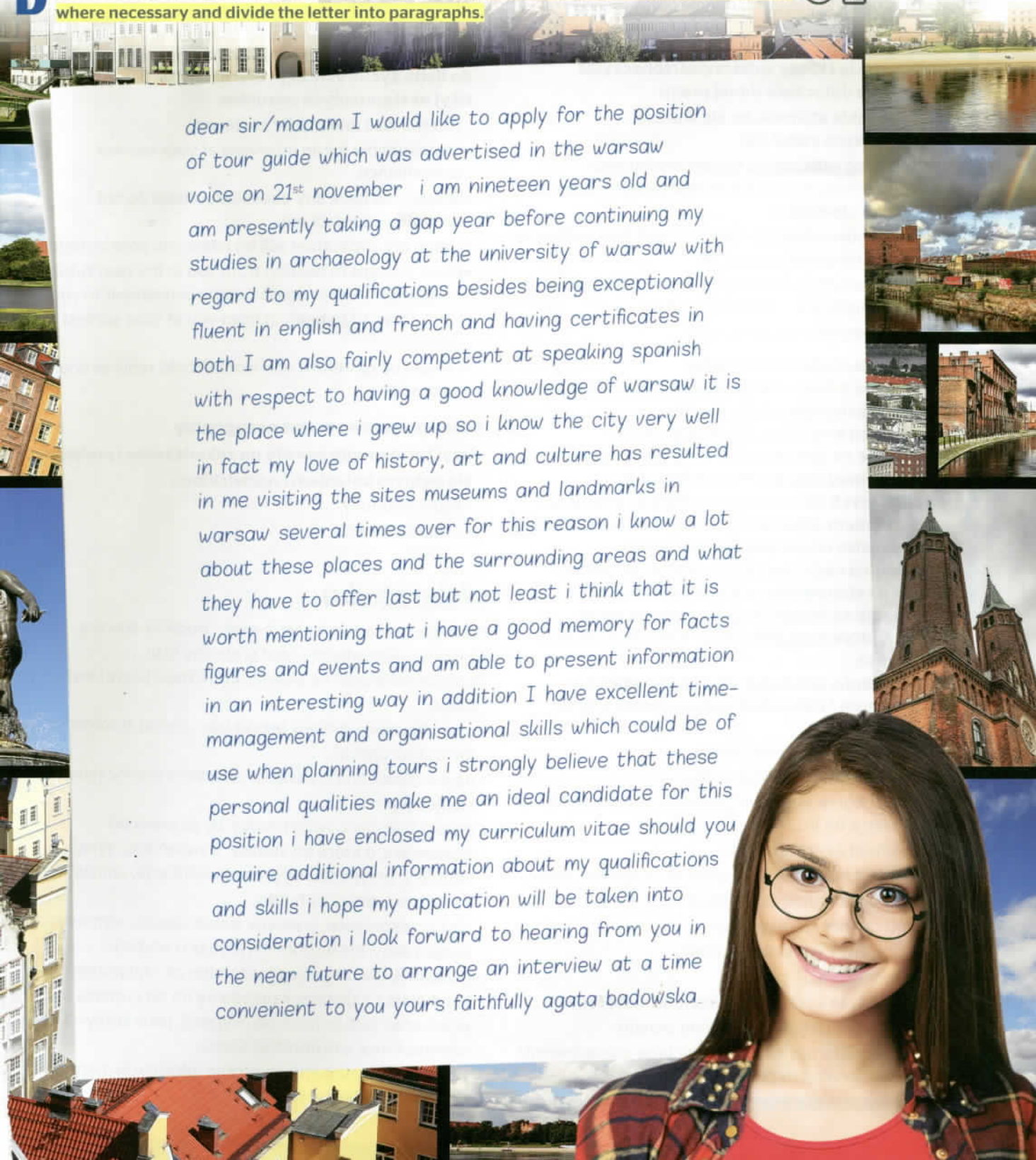


C Read the email again and find the words or phrases that can be replaced with those below.  

- | | |
|---|---|
| 1. in connection with (para. 1) | 6. enclosed (para. 3) |
| 2. opening (para. 1) | 7. involved (para. 3) |
| 3. post (para. 1) | 8. cooperate well with others (para. 4) |
| 4. competent at using computers (para. 2) | 9. ideal (para. 4) |
| 5. fluent (para. 2) | 10. fulfil (para. 5) |

D Read the letter of application below and copy it in your notebook. Add punctuation, capitalise where necessary and divide the letter into paragraphs.  

dear sir/madam I would like to apply for the position of tour guide which was advertised in the warsaw voice on 21st november i am nineteen years old and am presently taking a gap year before continuing my studies in archaeology at the university of warsaw with regard to my qualifications besides being exceptionally fluent in english and french and having certificates in both I am also fairly competent at speaking spanish with respect to having a good knowledge of warsaw it is the place where i grew up so i know the city very well in fact my love of history, art and culture has resulted in me visiting the sites museums and landmarks in warsaw several times over for this reason i know a lot about these places and the surrounding areas and what they have to offer last but not least i think that it is worth mentioning that i have a good memory for facts figures and events and am able to present information in an interesting way in addition I have excellent time-management and organisational skills which could be of use when planning tours i strongly believe that these personal qualities make me an ideal candidate for this position i have enclosed my curriculum vitae should you require additional information about my qualifications and skills i hope my application will be taken into consideration i look forward to hearing from you in the near future to arrange an interview at a time convenient to you yours faithfully agata badowska



E Niedawno natrafieś/natrafiałaś na ogłoszenie o pracę, które Cię zainteresowało. Napisz e-mail – podanie o pracę, w którym zamieścisz informacje na temat swoich kwalifikacji i umiejętności oraz wyjaśnisz, w jaki sposób zatrudnienie Ciebie może przynieść korzyści firmie. Wypowiedź powinna zawierać od 200 do 250 słów i spełniać wszystkie wymogi typowe dla formy wskazanej w poleceniu.

SCHEMAT

List motywacyjny / e-mail – podanie o pracę Grzecznościowy zwrot rozpoczynający list

• Użyj formalnego pozdrowienia, a nie wyrażenia z imieniem adresata

- Dear Sir/Madam,
- Dear Mr/Mrs/Ms/Miss + surname,

Wstęp

• Napisz, gdzie i kiedy zobaczyeś/zobaczyłaś ogłoszenie dotyczące danej pracy.

• Określ, o jakie stanowisko się starasz.

Użyj gotowych zwrotów:

- I am writing with regard to/concerning your advertisement in ... (name of newspaper/magazine + date) / on ... (website).
- I noticed your advertisement in ... and I am writing to apply for the position/post of...
- I am interested in applying for the job/position/post/scholarship/grant ... as advertised in...
- I am interested in working as...

Rozwinięcie, treść (2-3 akapity)

Rozwinięcie listu/e-maila – podania o pracę może zawierać następujące informacje:

- opis Twoich kwalifikacji i umiejętności,
- informacje na temat poprzednio lub obecnie wykonywanej pracy z uwzględnieniem wynikających ze stanowiska obowiązków oraz wyjaśnieniem, jakie korzyści wyniosłeś/wyniosłaś lub wynosisz dla siebie z tego zajęcia,
- opis Twoich cech charakteru, które mogą być ważne na stanowisku, o które się starasz,
- informacje na temat Twoich zainteresowań i hobby, które mogą być istotne w pracy, o którą się starasz,
- uzasadnienie, dlaczego jesteś odpowiednim kandydatem / odpowiednią kandydatką na to stanowisko.

Użyj następujących zwrotów:

- I am presently in my final year of secondary school.
- I have a degree in... / I will graduate at the end of the year with a BA in...
- I have/hold a certificate in...
- I am fluent in... / able to... / good at... / familiar with...
- I have considerable experience in...
- As you can see from my CV, I...
- I am currently working/learning...
- At present I am...
- I worked / am working full-time/part-time for/at...
- I am a responsible/hard-working person.
- My experience has improved my time-management/organisational/communication skills.

- I believe I am suitable for this job/position because...
- I strongly believe these qualities/qualifications/skills make me suitable for the job / could be of use to you.

Zakończenie

• Poinformuj, kiedy możesz rozpocząć pracę, i wyraż nadzieję, że Twoje podanie zostanie wzięte pod uwagę.

• Jeśli to konieczne, podaj informacje o załącznikach do listu: życiorysie czy referencjach.

Użyj następujących zwrotów:

- You will also find my CV enclosed.
- I am available for an interview at your earliest convenience.
- Should you have any questions, please do not hesitate to contact me.
- I hope my application will be taken into consideration.
- I look forward to hearing from you in the near future to arrange an interview at a time convenient to you.
- I look forward to hearing from you at your earliest convenience.
- I would be grateful if you would/could reply as soon as possible.

Grzecznościowy zwrot pożegnalny

• Użyj formalnego zwrotu na zakończenie i podpisz się pełnym imieniem i nazwiskiem.

- Yours faithfully,
- Yours sincerely,

Wskazówka

Kiedy piszesz oficjalny list/e-mail – podanie o pracę:

- zastosuj odpowiedni układ graficzny listu,
- podziel list/e-mail na akapity, które mają jasny i wyraźny układ,
- użyj oficjalnej odmiany języka (nie używaj skrótów czy form skróconych),
- użyj odpowiednich wyrażen i zwrotów rozpoczynających i kończących list,
- stwórz taki profil swojej osoby, by pasował do stanowiska, o które się starasz; wymień więc tylko istotne w przypadku tej pracy kwalifikacje, umiejętności, zainteresowania czy hobby,
- pisz przekonująco, w pewny siebie sposób, wymieniając swoje zalety; nie wspominaj jednak o wadach,
- uzasadnij, dlaczego uważasz siebie za najlepszego kandydata / najlepszą kandydatkę do otrzymania danej pracy oraz, jeśli to możliwe, wyjaśnij, jakie korzyści może odnieść firma, zatrudniając Ciebie,
- zamieść tylko najbardziej istotne informacje, ponieważ szczegółów podasz w życiorysie (CV).

WARM-UP QUESTIONS

- What kind of job would you like to do in the future? Why?
- Would you like to have a holiday job? Why? Why not?
- What would be the hardest job for you? Why?
- Is earning a lot of money important to you? Why? Why not?
- How important is job satisfaction to you? Why?

Zadanie 1

Podczas pobytu na wakacjach w Wielkiej Brytanii chcesz podjąć legalnie pracę. Jesteś w biurze pośrednictwa pracy. Poniżej podane są cztery kwestie, które musisz omówić w trakcie rozmowy.

Rodzaj pracy

Warunki zatrudnienia

Zarobki

Kwalifikacje i doświadczenie

Zadanie 2



Pytania do zadania 2.

1. Do you think the people in the picture like their job? Why? / Why not?
2. Would you rather have a low-paying job that you liked or a high-paying job that you didn't really enjoy? Why?
3. What was your holiday job like? If you haven't had a holiday job, describe any kind of work you have done with your parents or friends.

Zadanie 3

Popatrz na zdjęcia 1, 2 i 3.

Jesteś na wymianie uczniowskiej w Wielkiej Brytanii. Na jednym ze wspólnych spotkań dyskutujecie o zawodach, które młodzi ludzie powinni wybierać.

- ➔ Wybierz ten, który jest, Twoim zdaniem, najbardziej odpowiedni dla młodych ludzi, i uzasadnij swój wybór.
- ➔ Wyjaśnij, dlaczego odrzucasz pozostałe propozycje.



Zdjęcie 1

Zdjęcie 2

Zdjęcie 3

Pytania dodatkowe

1. Why do you think there are still differences in the professional status of men and women?
2. What role should work play in people's lives?
3. Do you think that people should do the same job all their lives or should they change jobs? Why?
4. How can we make a good impression at a job interview?