

# KEEPING A JOB

**1** What do you consider to be a good job? What things are most important to you in a job? Would you rather have job satisfaction and lower pay or vice-versa?

**2** Study the words below and then read the dialogue on the right and fill in the missing words.

qualifications  
 expense account  
 workaholic  
 retraining  
 pension  
 slave-driver  
 responsibility  
 perks  
 initiative  
 working environment  
 career change  
 sick pay  
 overtime  
 promotion  
 self-motivated  
 stressful  
 company car  
 passing the buck  
 health scheme  
 travelling expenses

**3**  Now listen and check your answers.

**4** In the dialogue, Fiona's friend tells her that she can still fulfil her dreams. In pairs, list all of the reasons why she shouldn't leave her job.

- J: Hi Fiona. What's wrong? You look a little down.  
 F: Yeah, it's my job. I really don't know what to do.  
 J: Why? I thought you were really happy with it.  
 F: Well, in many ways it's a great job. It definitely has a lot of  
 1 \_\_\_\_\_. I have a 2 \_\_\_\_\_ I can use at any time, and I have an 3 \_\_\_\_\_ I can use to pay for my  
 4 \_\_\_\_\_. The job offers a great 5 \_\_\_\_\_ with full 6 \_\_\_\_\_ when I get ill. And there's a good chance of 7 \_\_\_\_\_ if I stay with the company for a few years.  
 J: It sounds great! So what's the problem, then?  
 F: Well, I'm just not satisfied with the job. I have to travel a lot, so I'm always away from Dan and the kids, and when I am here I always have to work 8 \_\_\_\_\_ so I don't get a chance to see them much either. It's also a very 9 \_\_\_\_\_ job, and everybody in the office is feeling it, so it's a pretty tense 10 \_\_\_\_\_. The boss is a 11 \_\_\_\_\_, which doesn't help. He just walks around yelling about how we all have to show more  
 12 \_\_\_\_\_, take more 13 \_\_\_\_\_ for things instead of 14 \_\_\_\_\_, be more 15 \_\_\_\_\_, and all of those things. He can be a real 16 \_\_\_\_\_ sometimes. But most of all, I'm just sick of selling computers. I want to do something else with my life.  
 J: Like what?  
 F: I really want to be a teacher, but I'm not a young girl any more, and I'm afraid that it's a bit late to be thinking about a 17 \_\_\_\_\_ at my age.  
 J: Yeah, but what are you going to do – stick with a job you don't like until you get your 18 \_\_\_\_\_? If I were you I'd leave and find something you like doing better.  
 F: I know, but how can I do it? I can't go back to school at my age.  
 J: Well, you might not have to do a full degree. You've got "A" level history, haven't you? You should see if that's enough to get a job teaching history somewhere. And even if you do have to do some 19 \_\_\_\_\_, you could go to evening classes before you quit your present job and get all of the 20 \_\_\_\_\_ you need.  
 F: You know, maybe you're right. I'll have to give it some thought.

## Keeping a Job

prospects (of promotion)  
 in-service training  
 day release  
 health scheme (GB) / health plan (US)  
 company facilities  
 the perks of the job / fringe benefits  
 staff discount on products / services  
 maternity leave  
 maternity grant  
 holidays × unpaid leave

sabbaticals  
 regular × irregular hours  
 flexitime  
 fixed × flexible hours  
 to work shifts  
 to clock in × out  
 to share a job  
 diligence  
 enterprise  
 obedience

punctuality  
 procrastination  
 laziness  
 to pass the buck × accept / take responsibility  
 self-motivation (a 'self-starter')  
 individuality × sociability  
 ethical × unethical business practices  
 environment(ally)-friendly products

# LEAVING AND LOSING A JOB

**1** Match the newspaper headlines below to the articles they are for. Then finish the articles. There is one extra headline you do not need to use.

**1 SOCIAL PROGRAMS ARE READY FOR AN OVERHAUL**

**2 THE GLASS CEILING IS STILL INTACT**

**3 MEXICAN SHIFT BRINGS UNEMPLOYMENT FOR AUTO WORKERS**

**4 LABOUR-MANAGEMENT BATTLE REACHES A HIGH LEVEL**

**5 SMALL TOWNS ARE HIT HARDEST BY THE EFFECTS OF THE RECESSION**

**a** A recent survey showed that, despite twenty years of anti-discrimination legislation, women are still having trouble reaching the highest levels of the business world. The survey stated that the main causes of this problem are...

**b** Union leaders for the United Farm Workers said yesterday that the union would go on strike if three major fruit companies did not give in to their demands. Among other things, the workers are asking for...

**c** The MBW plant in Patrola provides work for many of the 25,000 people who live here. But this Friday evening, the whistle will blow for the last time. Like many big companies, MBW has decided to move its operations to Mexico in order to...

**d** Government advisors worked around the clock to prepare a budget that would balance the social programs needed to deal with the recession with the reduced income from taxes that the recession has brought about. Some of the main concerns had to do with...

## Leaving or Losing a Job

### Leaving a job

to give notice  
to take voluntary redundancy  
to take early retirement

### Unions and strikes

to take industrial action  
trade unions  
union membership  
union dues  
union representative  
to go on strike / strike  
to be on strike  
to strike against × for  
to come out in sympathy  
closed shop  
picket (line)  
talks / negotiations can be  
successful  
stalled  
deadlocked

conditions of employment  
wages keeping pace with inflation  
index-linked earnings / pensions  
management lockout

### Losing a job

probation period  
short-term contract  
to be laid off  
to be given notice / get the sack /  
to be fired  
to be made redundant (GB)  
redundancy payment (GB) / severance  
pay (US)  
lump sum  
the golden handshake  
retraining scheme  
on social security / income support /  
on welfare (US)  
(difficult) to make ends meet  
sickness benefits  
to be on disability (US)

to sign on (for social security)  
unemployment benefits / dole (GB)  
on the dole (GB)

### Personal factors

incompetence  
bad quality control  
low commission  
lack of support from colleagues

### External factors

lack of opportunity  
passed over for promotion  
corruption in high places  
stress  
bad working environment  
unsociable hours  
recession  
sexual harassment  
sexual discrimination  
the glass ceiling  
declining economic situation