



HARD WORK

Words that you should be familiar with and know how to use in a sentence.

Before you study the vocabulary below, match these columns and see how many you can “guess” correctly.

A job or position which has not been filled.	application
A formal written request to apply for a job.	trainee
Start and end work at different times. No fixed schedule.	vacancy
A person who is learning and practicing new skills in a job.	resumé
The time a woman takes off from work after giving birth to her child.	flexitime
A document with your background, skills, and accomplishments.	maternity leave

hard-working	efficient	diligent	enthusiastic
productive	worker	trainee	committed
well-trained	employee	employer	occupation
regular job	vacancy	training	profession
application	interview	resumé	CV [<i>curriculum vitae</i>]
apply for a job	salary	pay slip	get a raise
unemployed	resign	work shifts	work overtime
part-time	full-time	flexitime	working hours
maternity leave	sick leave	promotion	paternity leave

Sentences about work

- He is always very efficient.
- She is very enthusiastic about her job.
- She had to take three months of maternity leave.
- Her husband also has two weeks of paternity leave.
- He resigned at the end of last month.
- He said that the working hours were too long.



Idioms

- Back to the drawing board** - Start over. The plan is not working.
- Think outside the box** - Think of new ideas instead of traditional ideas.
- Back to square one** - Back to the beginning. Start over.
- Glass ceiling**- Invisible barriers women/minorities face in the workplace

Teacher's Key

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