

# Unit 10



Microphone

interpreter

Conference

## career choices

### Grammar

zero and first conditionals with future time phrases; the third conditional

### Before you begin

- 1 Work in pairs. What do the photographs above represent? At international conferences, how do people from different countries understand each other?
- 2 Which of the following can help you to understand foreign languages? Check the meanings of any word(s) that you do not know in the Glossary on page 96 or in a dictionary.

?

What are the six official languages used at the United Nations?

headphones interpreter regional rewarding  
secure seminar translation

Arabic / Chinese / Spanish / English / Russian / French

3 Fatima Musa is talking about her career as an interpreter. Listen and read. Check your answers to exercise 1.

### My job as an interpreter

My name is Fatima Musa and I have worked as an interpreter for five years. Many students have emailed me about my work because they want to know what it would be like to do my job. So here is my reply.

I have always been fond of languages. My father worked in many different countries when I was young and we usually travelled with him. When we visited a country, I always wanted to learn the language. At school I was very good at English. Therefore, I decided on a career as an interpreter.

My job now involves going to important conferences and seminars around the world. When a person speaks in English at a conference, I listen to what they say through headphones. I then translate into Arabic while the speaker is talking. I give the translation through headphones to other people at the meeting. This means that anyone in the room who speaks Arabic can understand what people are saying.

Is it an easy job? Not at all. English is not the same in all English-speaking countries. For example, the

English words that are used in India are sometimes different to the words that people use in the UK, the USA or Australia. As well as knowing regional English, you also need to know a lot of specialist language. Some of the words that are used to talk about business, science or law, for example, make it almost a different language!

Unless you have a language degree, you will not be able to become an interpreter. Provided that you have a postgraduate qualification, you will probably get a job as an interpreter quite quickly. If you get an interview for a job, you will need to show that you have good listening skills and a clear speaking voice. You will also need to show that you can think quickly and that you are able to concentrate for long periods of time. If you are successful, it is a secure and rewarding job. You will probably need to travel a lot, but that is not a problem as long as you enjoy visiting other countries.

It is a very responsible job. I am aware that if I translate things badly, it could affect an important law or trade agreement between countries. However, you get a huge feeling of satisfaction when you know that people understand everything that you translate.

## Comprehension

4 Listen and read the talk again and complete the sentences.

- 1 Fatima Musa's job involves going to *important conferences + seminars, around*
- 2 As well as knowing regional English, you also need to know *a lot of specialist English*
- 3 Unless you have a language degree, you will not *be able to become an interpreter*
- 4 Provided that you have a postgraduate qualification, you will probably get *a job as an interpreter quickly*  
You will probably need to travel a lot, but that is not a problem as long as ...
- 5 Do you think you have the necessary qualifications to be an interpreter?  
*you enjoy visiting other countries*  
Would you like to be an interpreter? Why/Why not? Discuss with a partner.

## Grammar: Zero and first conditionals with future time phrases

6 Choose the correct option to complete the sentences.

- 1 **Unless** you **have a** language degree, you *do / will* not be able to become an interpreter.
- 2 **If you get** an interview for a job, you *needed / will need* to show that you have good listening skills.
- 3 **If you are** successful, it *is / will be* a secure and rewarding job.
- 4 You **get** a huge feeling of satisfaction **when** you know that people *understand / understood* everything you translate.

Check if you need to decide on the verb tense in the dependent clause or the main clause.



## Speaking

7 Complete the sentences so that they are true for you.

- 1 I will enjoy my job provided that ...
- 2 I think I will be successful as long as ...
- 3 Even if I travel a lot, ...
- 4 I will not work abroad unless ...
- 5 If I get the job I want, ...

8 Work in pairs and discuss the following questions.

- 1 When do you get a huge feeling of satisfaction?
- 2 What are examples of jobs that you will not get unless you have a degree?
- 3 What do you think you will need to show if you have an interview for a job?
- 4 Do you think that it is more important to be secure, or to be happy in your job? Why?
- 5 How useful do you think languages are?

## Answering questions fully

- Before you speak, consider the points that you want to make. Plan what you want to say.
- You can improve your answers by giving examples and explaining the reasons for your opinion. Don't forget to use linking words and sequencing adverbs.
- Always try to answer in depth and use advanced-level vocabulary.

## Writing

9 Write about 80 words to describe your ideal job. Say how you will feel if you get it.



### Listening

1 Listen to a radio programme about careers.

Which of the following are spoken about?

advertising banking career advisor  
doctor ICT lawyer surveyor teacher

2 Listen to the radio programme again and complete the sentences with expressions from the box that ask for or give advice.

you could if I were you why don't you

1 Before you find a full-time job, \_\_\_\_\_ consider doing voluntary work?

2 \_\_\_\_\_, I'd find out about training courses.

3 As you have a Geology degree, do a course in Land Surveying and become a surveyor.

### Speaking

3 Complete the following mini-dialogues by giving advice.

1 A: I would like to get a job as a teacher of English.

B: \_\_\_\_\_ study English at university?

2 A: I want to learn Chinese, but they don't teach it in my school.

B: You \_\_\_\_\_ do a Chinese course online.

3 A: I don't understand what we have to do for homework.

B: \_\_\_\_\_, I would ask the teacher.

### Grammar: The third conditional

4 Complete these sentences with the correct form of the verbs in brackets. Listen and check.

1 I \_\_\_\_\_ (have got) the job if I \_\_\_\_\_ (have) some experience.

2 If you \_\_\_\_\_ (do) the course, you \_\_\_\_\_ (have) enough experience to apply for the job.

5 Work in pairs. Complete each sentence with your own ideas, using the third conditional.

1 If there had been email in the 1960s, ...

2 If people had had mobile phones in the past, ...

3 If people had known about global warming in the past, ...

Quotation Read the quotation. Do you agree with it? Why/Why not?



*I've learned that making a living is not the same thing as making a life.*

Maya Angelou (1928 CE–2014 CE)



Make sure the expression you choose fits the sentence grammatically.

#### Predicting answers

- Before you listen, read the sentences thoroughly, so that you understand them, and then you can focus on the missing words.
- Ask yourself if the missing word is a verb, a noun or an adjective, etc. Do you know which part of the verb you are listening for?

## Pronunciation: Intonation

- 6 **1** Listen and repeat these questions. Which one shows puzzlement? Which one shows encouragement?  
a *How can I get work experience without getting a job first?*  
b *Before you find a full-time job, why don't you consider doing voluntary work?*
- 2 Now listen and repeat these questions. c *What advice can you give?*  
d *Are there any jobs which train young people while they are working?*



## Speaking

- 7 Work with a partner. Is it usual for people to change jobs in their lifetime? What reasons might there be for people to change their jobs?

## Listening

- 8 Listen to Mrs Jammal talking about a change in career. Which job is more rewarding: her first job or the job that she does now?

If you have to answer a question that you do not know much about, you can use phrases like 'I would imagine that ...', 'I don't know, but perhaps ...', 'It could be/have been ...'

## Comprehension

- 9 Listen again and choose the best answer for each question.
- Why did Mrs Jammal stop her job as manager of a small company? A She had her first baby. B She got a better job.  
C She had a third child. D She did not like the job.
  - Why did she decide to become a nurse? A It was better paid.  
B She saw the wonderful work that the doctors and nurses did when her son was ill.  
C She could not find any other work. D The hospital was closer to her home.
  - Which skills does Mrs Jammal need to use now as a nurse which she did not need as a manager?  
A communication skills  
B the ability to stay calm under pressure C physical skills D analytical skills

## Grammar: The third conditional with *could* and *might*

- 10 Complete the sentences so that they are true for you. Use **could** and **might** instead of **would**.
- 1 If I hadn't come to this school, ... 2 If I hadn't grown up in this city, ...

## Writing

- 11 Write 100 words about Mrs Jammal. Summarise what she says about her first job and why she decided to change careers.

Linking words showing **cause** → *If clause*  
explain the reason for something.

We couldn't go to the stadium because / as / since there weren't any tickets left.

*If there had been ... , we could have gone*  
As / Since / Because I was tired, I went to bed.

*If I hadn't been tired, I wouldn't have gone...*  
We were late because of / due to the traffic.

*If the traffic had been ... , we wouldn't have been late.*  
Linking words showing **result** → *main*  
explain the consequences of an action.

We were caught in traffic, therefore / so we missed the start of the play.

*If we hadn't been caught ... ; we wouldn't have missed*  
She worked hard; as a result, / because of that, / consequently, she did very well in her exams.

*If she hadn't worked ... ; she wouldn't have done so well.*



Pharmacist



architect



Ben Keir



**Speaking**

What skills are required for each job  
How do you find a job

- Discuss the questions with a partner.
  - What **plans** do you have for your career?
  - What is a **job application**? *Latin*
  - What should you **put in a curriculum vitae** and a **covering letter** when you are **applying for a job**? *brief biographical*

**Vocabulary**

*summary of your professional experience and educational background*

- You can see the following words in a curriculum vitae. Which words or **phrases apply to skills which people need in a job**? Try to work out their meanings. Then check in a dictionary.

achievements adaptable competent conscientious  
contact details enthusiastic keen personal attributes  
qualifications reference training work experience

**Reading**

*1 provide a reference 2 apply for a job  
3 ask someone to be a referee 4 complete an application  
5 submit a CV 6 attend an interview*

- These people are applying for **a job at a pharmaceutical company**. Read and complete the two curriculum vitae with the headings in the box.

Contact details Name Personal attributes  
Qualifications and training Reference  
Skills and achievements Work experience

*a cover letter supports the CV and emphasises those parts of the CV that are relevant to the job why you want the job why you are the best candidate*

Dear Sir/Madam,  
I would like to apply for the position of researcher at your pharmaceutical company. As can be seen from the enclosed curriculum vitae that I have a degree in Chemistry. Furthermore, I have worked as a shop assistant at a chemist's, so I know a lot about this industry.  
I also have a qualification in Journalism and have worked previously for a scientific journal. I have excellent research skills.  
In my spare time, I help elderly people, and I can see the difference that medicines can make to their lives.  
I am very keen to join a company that can really help people.  
I look forward to hearing from you concerning the next stage of my application.  
Yours faithfully,  
Tareq Hakim

1	<b>Name</b>	Tareq Hakim
2	<b>Contact details</b>	5 North Street, Ajloun
3	<b>Work experience</b>	2009–2012: shop assistant at a chemist's 2012–2014: reporter for <i>Medicine Today</i> 2014–now: editor at a scientific journal
4	<b>Qualification</b>	Degree in Chemistry (graduated 2008); Certificate in Journalism (2011)
5	<b>Skills and achievements</b>	Captain of school basketball team; Voluntary work for a charity that helps elderly people
6	<b>Personal attributes</b>	I am a <b>conscientious</b> worker and I am very <b>enthusiastic</b> about working in pharmaceuticals.
7	<b>Reference</b>	Osama Hayek, Chemistry teacher at my secondary school

Dear Mr Rahhal,

I am very interested in the position of researcher at your pharmaceutical company. You will see from the enclosed curriculum vitae that I have worked in sales for a large pharmaceutical company for many years. I have been very successful in this job and I was Salesperson of the Year in 2013 CE.

I would now like a new challenge and would be interested in moving into research. I have a degree in Physics.

I am a **competent** and **adaptable** worker and I believe that I can be successful in any position.

I like reading and camping. I also like travelling.

References are available on request.

I look forward to hearing from you.

Yours sincerely,  
Hisham Khatib

1	<b>Name</b>	Hisham Khatib
2	<b>contact details</b>	22 East Way, Irbid
3	<b>Work experience</b>	2010–now: Sales Representative for a large pharmaceutical company
4	<b>Qualifications</b>	<b>Degree in Physics</b> (graduated 2009)
5	<b>Skills and achievements</b>	I won Salesperson of the Year Award in 2013 CE.
6	<b>Personal attributes</b>	I am a very <b>competent</b> worker. I am also <b>adaptable.</b>
7	<b>Reference</b>	Samira Rahhal, the director in my current job

**Speaking**

- 4 Read the requirements of the pharmaceutical company for the position that both Hisham and Tareq have applied for. Who do you think is the best applicant for the job, and why? How could their applications be improved?

**Researcher for a pharmaceutical company**

An established pharmaceutical company is looking for a researcher. The successful applicant will satisfy the following requirements:

- A good Science degree
- Knowledge of the pharmaceutical industry
- Previous experience of working in this industry
- Excellent research skills

**Writing**

- 5 You have seen an advertisement for a job that you would like to do. Decide what job the advertisement is for. Write a curriculum vitae and a covering letter. Follow the models in exercise 3.

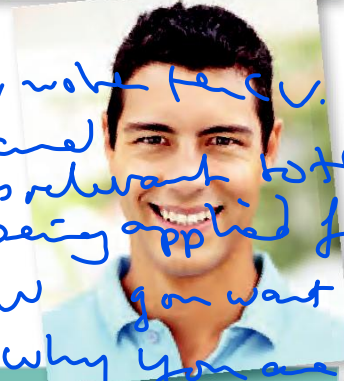
**Academic skills: Formal letter writing**

When you write a formal letter, remember to lay it out correctly.

- Lay the letter out correctly with a clear greeting line and sign-off line. Make sure you begin and end the letter appropriately.
- Use formal language; avoid contractions. Use modal verbs. Write short and clear paragraphs. Check your spelling and punctuation so that you give a good impression.

**Writing a curriculum vitae**

- A clear, well-laid-out CV is important. Make sure there is adequate line space, and that your headings are in **bold**.
- Use simple, clear language.
- Focus on your achievements, both educational and extra-curricular.
- Make sure that you have included all relevant information for the application.
- Proofread your CV to make sure there are no mistakes.



*Handwritten notes in blue ink:*  
 why you have to write a cover letter should support the CV and emphasises the parts in the CV that is relevant to the job being applied for.  
 How would you want the job why you are the best applicant

*Handwritten note in blue ink:*  
 Tareq might be the best applic - for someone starting out in his career but Hisham has more relevant experience

# Project

Research your future career choices and carry out a job interview.

## Your task

Think about your future career. If you are uncertain, write a list of possible areas that interest you, or the kind of work that you would like to do.

If you can, interview someone you know who does this job or works in this area. Ask them some of the questions below, and add your own.

Use the Internet to further research the job. In your research, answer the questions below.

Write notes. Use them to write a CV which shows that you are preparing for a career in your chosen area.

In pairs, decide on five or six good questions for a job interview and prepare some answers. Write notes, but do not write in full sentences.

Hold a 'mock' interview with your partner to apply for your first job in this area.



## Questions

- Why do you want to do this kind of work?
- What different types of work do people with this career do?
- What personal skills, interests or talents do you have that would make you suited to this career?
- What qualifications do you need?
- Where can you study to become qualified for this career?
- Where would you be able to obtain work?

## Project self-assessment tool

- 1 How well did you structure your mock interview?
- 2 In your research, did you use the questions given, or did you use ones of your own?
- 3 Is there one area of the interview that you think could be improved? In what way?
- 4 How could you improve your interview skills for another time?

