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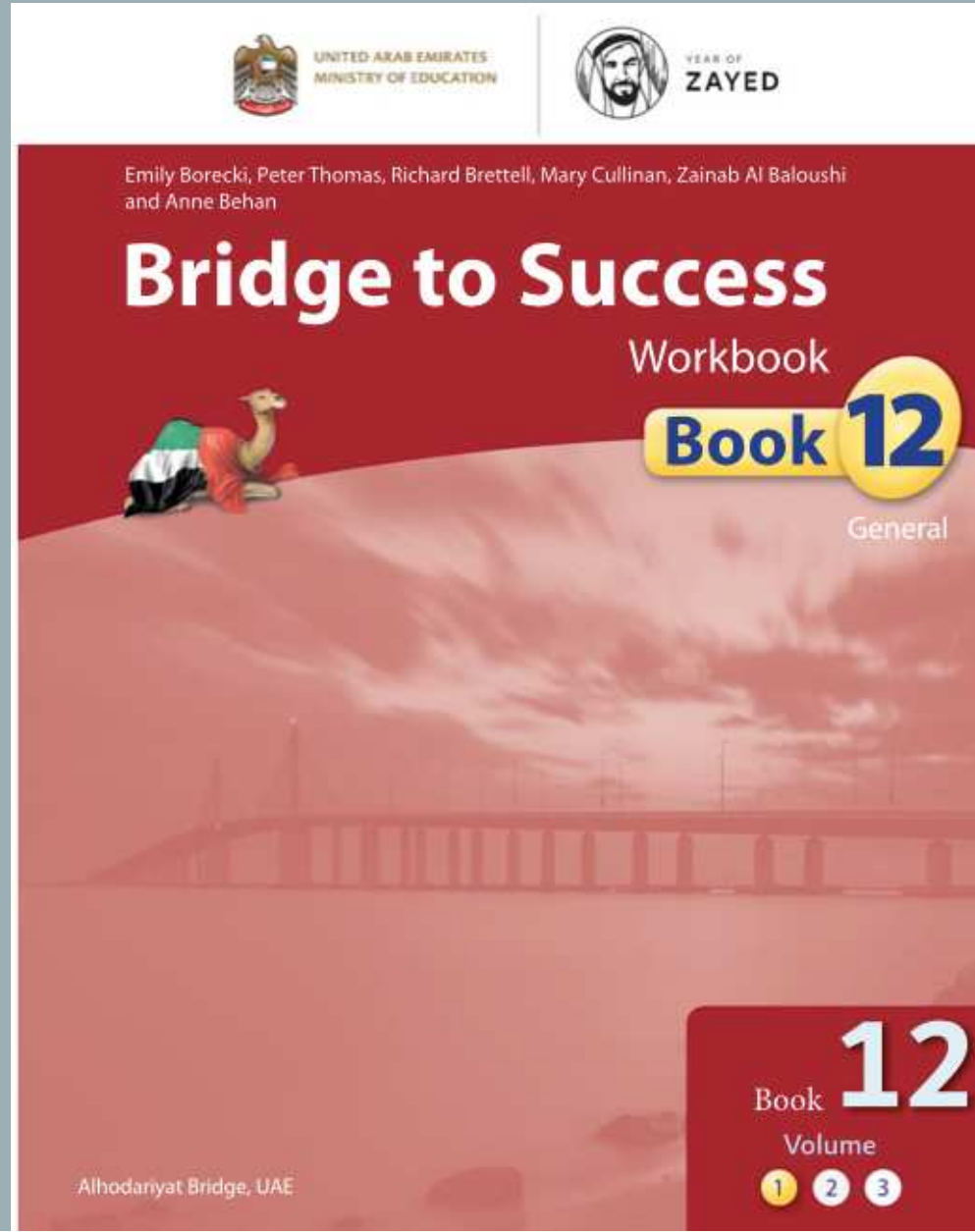
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Lessons 1–2 Today's entrepreneurs

- 1 Complete the texts below with words from the box.

ambitious part-time experience career prospects
work placement retire field

- 1 My name is Maitha, I'm 23 years old and I'm in my last year of college. I'm studying Health Science because I like helping people and I hope to work in a hospital in the future. Before I graduate, I'm going to spend a month on **Work placement** at Al Maktoom Clinic so I can get some **experience**. This is important if I want to improve my chances to find a good job in my **field** and increase my **Career prospects**.
- 2 I'm Mohamed and I'm 55. I've worked hard all my life so now it's time to **retire**. I've always enjoyed what I've done. When I was at university, I worked and studied at the same time. It was only **Part time** job because I needed time to attend classes and prepare for my exams. But I knew what I wanted from the start and I was very **ambitious**.

- 2 Now choose three words and make sentences of your own.

- 1 _____
- 2 _____
- 3 _____

- 3 Rearrange these words to make questions. Then decide the function of each question.

1 help / you / me / to / Would / do / that / like / you / ?

Would you like me to help you do that _____

2 kindly / telephone number / your / me / you / Could / give / ?

Could you kindly give me your telephone number _____

3 you / successful / have / must / hard / career / if / want / You / to / a / work

You must work hard if you want to have a successful career _____

4 could / done / professionally / I've / I / all

I've done all I could professionally _____

5 but / three / I / enough / speak / doesn't / be / languages / that / to / seem / can

I can speak three languages but that doesn't seem enough _____

6 because / I / to / when / I / a / I / for / couldn't / had / student / study / my / work / was / exams

I couldn't work when I was a student because I had to study for my exams _____

- 4 Complete the text below with an appropriate modal verb.

My name is Ali. Before this year, I ¹ **Couldn't** (not) buy many things because I did not have a job. But now that I have finished college and have a job, I ² **can** finally buy a car. It wasn't easy to find a job because I didn't have any experience, but I ³ **Couldn't** work until now because I had to study! One day I was feeling very sad, so my father said, " **would** you like me to help you find work?" He added, "I know someone who is looking for young graduates to work in his company. I ⁴ **lanit** guarantee you will get the job, but I can introduce you to him." So I went to see his friend, Mr Salem, and the first thing he asked me was what software I ⁵ **Could** use. Fortunately, I love computers and I ⁶ **can** do lots of things with different programmes, so I said that I **Would Could** show him. Mr Salem was very impressed and said, " **can** you start working with us today?" and that was it! I know it's not always so easy, but you ⁷ **Couldn't** (not) get discouraged. Use your network of friends and family; you never know who might be able to help you!

Lessons 3–4 Start-ups

- 1 The words below are from the text on Coursebook page 131. Match them to the correct definition.

feature community founder innovator device valuable face-to-face

- a group of people living in one particular area or people connected by common interests or nationality **Community**
- an object, usually technological, which is used for a particular function **device**
- describes an object that is worth a lot **valuable**
- a way of communicating where you can see the person you are speaking to **face to face**
- a person who starts a business **founder**
- a person who has original ideas **innovator**
- a characteristic or function **feature**

- 2 Now complete this text using five of the words above.

So you want to have a start-up of your own? For example, there are lots of apps on our ¹ **device** today, but there's always room for a great idea! It's obviously important to be creative and think outside the box like a true **innovator**, but it's just as important to consider the real world around you, even your local **Community**. You'll probably find that there is something missing which could make life easier or better for everyone. The important thing is to let everyone know about your idea, and that doesn't mean knocking on everyone's door for a ⁴ **feature** presentation. You can use social media and, if your idea is good, soon your start-up will become a ² **valuable** part of everyone's life.

- 3 Complete these sentences with either the present simple or the present continuous.

- We normally **hold** (hold) our meetings every Monday, but this week we **Are having** (have) it on Tuesday.
 - Although people usually **think** (think) start-ups are only for experienced business people, my teenage cousin **Is launching** (launch) a start-up of his own this month.
 - My sister **works** (work) for a student magazine. At the moment, she **Is writing** (write) about start-ups in the UAE.
 - The founder of KinTrans **wants** (want) to help people with hearing difficulties, and he **Is doing** (do) that by making his device even better this year.
 - Many young people **Are looking for** (look for) work nowadays so they **need** (need) an app like InternsME.
- 4 Complete the ad below with either the present simple or the present continuous form of the verbs in the box.

Join our start-up!

We **are** ¹ (be) an exciting new start-up. We **offer** ² (offer) our users independent reviews of the best restaurants in Dubai and the Northern Emirates. We **Are looking for** ³ young people who can try the new places to eat and tell us about them. We currently **have** ⁴ (have) five reviewers but we **Are growing** ⁵ (grow) fast so we **need** ⁶ (need) to find more people to join us. How about you?

Lessons 5–6 Our online image

1 Look at the text on Coursebook page 133. Can you find the words to match the definitions?

- 1 j **Jobseeker** someone looking for work
- 2 e **Employer** someone who offers a job
- 3 r **reject** to turn down
- 4 b **behaviour** the way you act
- 5 i **image** the way you show yourself or others see you
- 6 p **public** the opposite of private
- 7 p **promote** to advertise or try to sell
- 8 s **social** n **networking** s **site** a website or app through which people can communicate

2 Now summarise the article you read on Coursebook page 133 using the vocabulary above.

3 Match each sentence to the meaning expressed by the underlined modals in italics.

- | | | |
|--|----------|------------------------|
| 1 Jobseekers <i>should</i> be careful with their online posts. | b | a It is not necessary. |
| 2 You <i>have to</i> show a positive image of yourself. | c | b It is a good idea. |
| 3 You <i>mustn't</i> use bad language in public messages. | d | c It is necessary. |
| 4 You <i>don't have to</i> make all your posts public. | a | d It is not allowed. |

4 Rewrite these sentences using an appropriate modal to replace the underlined words.

- 1 If you want your image to be positive, it is necessary to choose what you post carefully.
If you want your image to be positive, **Have to must to choose what**
- 2 It is a good idea to ask a friend what they think of your online image.
You **Should be**
- 3 One of the good things about online networking sites is that it is not necessary to make all your posts public.
One of the good things about online networking sites is that **You don't have to**
- 4 It is not necessary for employers to check jobseekers' social media pages, but many do.
Employers **Don't have to**
- 5 If your site is public, don't post silly pictures.
If your site is public, you **Mustnt hot**

Lessons 7–8 Practise and prepare

1 Complete the meanings and examples with the correct adverbs.

clearly personally generally surprisingly inevitably frankly sadly predictably

Expression	Meaning	Example
1 <u>clearly</u>	obviously	<u>Clearly</u> , the number of online social networking sites is growing every day.
2 personally	from your own point of view	personally I don't think we should spend so much time online.
3 generally	usually	generally , people check their mobile phones for new messages throughout the day.
4 surprisingly	unexpectedly	surprisingly many people do not know that employers may reject them because of their public posts.
5 inevitably	in a way that cannot be avoided	Social networks are the future means of every day communication. inevitably , everyone will use a social networking site at some point in their lives.
6 predictably	as expected	predictably , problems are now occurring in how people communicate.
7 frankly	to be honest	frankly , I believe there are more benefits than drawbacks.
8 sadly	unfortunately	sadly , some people fail to realise that their activity online could have consequences.

2 Choose the correct adverb to complete the sentences.

- _____, most young people use social networking sites in my country.
a Personally b Generally c Sadly
- _____, we must be careful how we use these sites.
a Clearly b Sadly c Surprisingly
- _____, I don't feel the need to be constantly connected to social media.
a Generally b Predictably c Personally
- _____, people will feel they are being watched and judged.
a Inevitably b Frankly c Surprisingly
- _____, this means our freedom of expression will be limited.
a Generally b Personally c Sadly

3 Look at this essay question, then read the example answer. Write a topic sentence for each paragraph. Use the adverbs you have learned where possible.

Nowadays, technology can be used to check what people are saying and doing. Do you think there are more advantages or disadvantages to this use of technology?

1

Generally, people do not realise that they are being controlled. Clearly, using these devices can have some disadvantages. However, personally I believe that this technology actually offers us more benefits.

2

We see more and more sophisticated smartphones with multiple functions everywhere, and authorities often use GPS tracking to locate people and sometimes even listen to their conversations by using satellites. Some people are clearly not comfortable with this because they are afraid that this information could fall into the wrong hands and inevitably lead to serious problems.

3

For example, it can help the authorities prevent crime. Unsurprisingly, many people say they feel safer if they know these monitoring devices are used by the police. These people say that they have nothing to hide so they do not mind if their conversations and movements are monitored.

4

Frankly, I am convinced this can only have more benefits than drawbacks if the technology is used appropriately.

Lessons 9–10 It's all in the skills

- 1 Look at the situations below. Which skill does each person demonstrate? Choose the correct skill from Coursebook page 137.

1 Amer works hard at his job, and often works late to get the job done. The problem is, he keeps missing deadlines. So he thinks about what he does each day and he also asks a colleague for help. He starts to see some solutions. For example, he makes a template to write reports rather than start from scratch every time; he reads and deals with important emails first; he organises his tasks and sets himself time limits.

Problem solving

2 Every month Mouna is responsible for presenting a sales report to her colleagues, but they don't seem very interested in her work. So, she decides to present the information in new ways. She turns one of her presentations into a quiz. For another presentation, she uses movie-making software and presents the statistics in a video.

creativity

3 Hana is head of the sales department and they often have new staff join the team. It's important for salespeople to be friendly and cheerful with clients so Hana makes sure she always has a face to face meeting with new employees to make them feel at home. She asks them how they're settling in their new job and listens to any questions or concerns they might have so she can see things from their point of view.

Understanding the problems

- 2 Choose one of the skills. Write a situation below which describes someone demonstrating this skill.

thinking outside the box working collaboratively handling challenges or difficulties
getting a better understanding of a situation being original and innovative
thinking ahead getting the best out of something/someone

- 3 Read the email below from someone who needs help improving their skills. Write a reply advising them to update their skills set. Remember to include the skills that they need and how they can achieve them.

Hi there!

I'm doing some voluntary work in a charity shop to get some work experience before I go to college, but it's not going very well. First of all, I'm struggling to get on well with my team. We're supposed to work together, but some of the other volunteers are so slow and do things all wrong that I get frustrated. It's easier to just do it myself, but they get upset about this and doing everything is making me really tired! I prefer to help sort out the donations that we receive rather than serving customers. I did this task once and a customer was incredibly rude to me that I almost started crying. Now I avoid it completely by making myself busy with tasks in the back room. Each week, one volunteer has to take on the role of team leader. So far, I've made up an excuse not to be team leader because I'm terrified of having to talk to all the other volunteers at the beginning of each day and I'm worried about having so much responsibility.

I really don't want to give up this work, but I feel like that is the only option.

To: _____

From: _____

Subject: _____

Lessons 11–12 You're hired!

1 Look at the article on page 139 in the Coursebook. Find a word for each definition.

- 1 A font style used to make letters stand out. **bold**
- 2 Not very long ago. **recent**
- 3 The way a document is organised on a page. **layovt**
- 4 The title of each section of a CV. **headings**
- 5 Using too many words. **Long winded**
- 6 A selected number of people who are considered for a job. **Short list**
- 7 When you describe something or someone with less value than they are worth. **undersell**

2 Now write sentences of your own using three of the words above.

- 1 _____
- 2 _____
- 3 _____

3 Write the correct CV heading for each item.

- 1 **Education** 2011: IELTS Certificate (Academic) – Band 8.
- 2 **Achievment skills** Organised 'Diabetes Awareness Week' at my school.
- 3 **interests** Excellent Urdu and some Hindi.
- 4 **Personal details** Reading and sports.
- 5 **Personal details** ahabtoor@newmail.com

4 Read Aisha's email and help her write her CV.

From	ahabtoor@newmail.com
To	info@careeshelp.co
Subject	CV help

Hi,

My name's Aisha Habtoor and I want to write my CV but I don't know how! I live in Ras Al Khaimah with my parents and 3 brothers. I'm in Grade 11 at Fatma High School and I love travelling. I even learned some Chinese so I can visit China one day! I'm very good at school and last year I won a poetry competition. I'm also a very good swimmer and last summer I taught young girls how to swim at our local sports club. It was just volunteer work but it was a great experience.

So, can you help me write my CV?

Thanks a million!

Aisha

Aisha Habtoor

- Personal details** _____
- Education** _____
- Experience** _____
- Achievements** _____
- Skills** _____
- Interests** _____
- Referees** _____

5 Try writing your own CV! Use the layout and headings above to help you.

Writing tip

CVs are different from essays. For example, you can use bullets and short phrases with *no subject*. For example:

Hobbies and Interests

Like Reading about web and graphic design

Lessons 13–14 Unusual 21st century jobs



1 Look at the article on Coursebook pages 141 and 142 about unusual jobs. What do the words below mean?

- | | | | |
|---------------------|--------------------------------|--------------------------|--------------------------------|
| 1 options | a choices | b salaries | c places |
| 2 conventional | a well-paid | b unusual | c normal |
| 3 accessories | a handbags, scarves and hats | b make-up and perfume | c food and drink |
| 4 demanding | a offering a service | b asking many questions | c expecting high standards |
| 5 fashion-conscious | a you don't care about fashion | b you care about fashion | c you don't know about fashion |
| 6 criteria | a diplomas | b interviews | c requirements |
| 7 reliable | a intelligent | b artistic | c dependable |
| 8 one-off | a always | b sometimes | c a single time |
| 9 voluntary | a unpaid | b paid | c difficult |
| 10 rates | a payments | b gifts | c references |

2 Change the verbs below to write sentences in the second conditional.

- If I _____ (can) choose, I _____ (work) as a perfume tester.
- You _____ (meet) some very important people if you _____ (get) a job as a personal shopper.
- I don't think you _____ (earn) much money as a storyteller, but you _____ (make) children happy!
- You _____ (can/not) tell people about your job if you _____ (be) a mystery shopper.
- I _____ (have) fun if I _____ (do) voice-overs; plus I _____ (get) to watch films before everyone else.

3 Write a description of an unusual job. You can use the pictures below to help you or think of a job yourself. Mention the pros and cons of the job, but not what you actually have to do or the name of the job. Can your friends guess the job?

In this job, you would be outdoors and surrounded by nature. You could smell the flowers and grass, especially when it's freshly cut. However, it could get hot in summer and the mosquitoes could be nasty!

