

1 Careers

Unit **Focus** ● Professions ● Recruitment ● Training

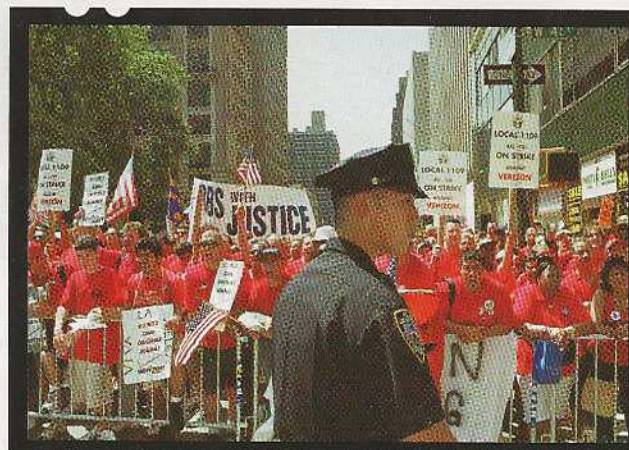
Snapshot

1 Look at the pictures. Choose the situation that describes what is happening in each of them. What clues helped you to decide?

- | | | |
|----------------------|--------------------------|-------------------------|
| 1 a board meeting | b general assembly | c contract negotiation |
| 2 a company picnic | b workers' demonstration | c fire drill |
| 3 a conference call | b job interview | c sales presentation |
| 4 a retirement award | b press conference | c product demonstration |



2



4



DISCUSSION

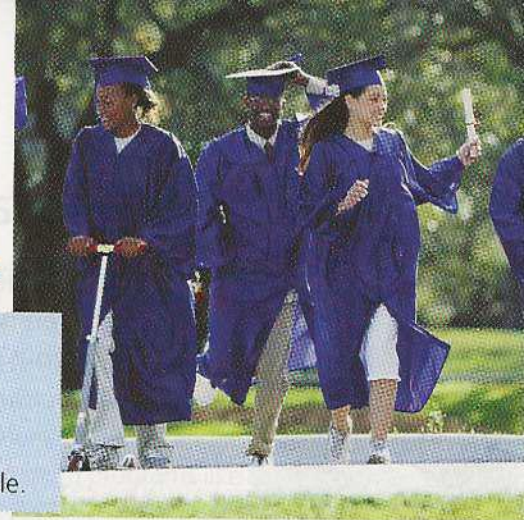
- When do people start work in your country?
- When do they retire?
- How do companies recruit?

Grammar Check 1

Present simple and present continuous

We use the present simple:

- a to talk about things that happen regularly.
- b to express our thoughts and feelings.
- c to tell a story.
- d to talk about future events that have a timetable.



A Read the sentences below and match them with the uses they illustrate.

- 1 Then she gets offered a job in this small town in the country. So, she decides to move there with the family.
- 2 We usually start at 7:30 and work through until 4:00.
- 3 I think they need to hire some extra staff.
- 4 We fly back from Lisbon on Friday afternoon.

We use the present continuous:

- a to describe things that are happening as we speak.
- b to talk about changes that are taking place.
- c to refer to conditions that are temporary.
- d to talk about immediate future plans.

Some verbs are not used in the continuous form.
See page 129 in the Grammar Reference section.

B Read the sentences below and match them with the uses they illustrate.

- 1 Companies are using more temporary workers.
- 2 The first candidate is arriving at nine.
- 3 She's printing out some documents.
- 4 I'm replacing him all this week.



C Read about the findings of a U.S. survey of the recruitment of college graduates and choose the correct verb tense.

NEWS BRIEF

PowerPeople announced that it ¹(releases / is releasing) its annual survey of how the world of work ²(changes / is changing). This year's survey ³(examines / is examining) how the new generation of workers that is entering the job market today ⁴(compares / is comparing) to their parents' generation, the baby boomers. The most recent findings ⁵(show / are showing) what these young professionals, fresh from college, are thinking as they move into the world of work. It ⁶(appears / is appearing) that a significant

proportion (65%) of those interviewed ⁷(expect / are expecting) to have better job prospects than their parents. Their optimism, however, is not always shared by employers, and while the majority ⁸(agrees / is agreeing) that the new generation ⁹(possesses / is possessing) the technical skills that ¹⁰(become / are becoming) essential in the modern hi-tech work environment, they also ¹¹(suggest / are suggesting) that they ¹²(do not have / are not having) some of the other equally important skills, especially in communication.

Vocabulary Builder

- A** Professions Quiz. Look at the pictures of famous people who started out in very different jobs to the ones that made them famous. What professions made them famous? What did they do before?



1 Paul Gauguin



2 Charles Lindbergh



3 Alfred Hitchcock



4 Marilyn Monroe



5 Ralph Lauren



6 J.K. Rowling



7 Hillary Clinton

Suffixes

We can make new words by adding groups of letters to the end of a word. The following suffixes all designate people who do certain jobs, or share the same activities.

artist	photographer / editor
employee	cameraman / camerawoman
musician	applicant / president

- B** Match each group of words (1–6) with one of the suffixes above.

1-ist	2	3	4	5	6
public	optic	supervise	train	consult	fire
biology	electric	labor	refer	account	sales
pharmacy	statistic	design	trust	attend	repair
reception	history	survey	address	assist	crafts
economy	library	engine	interview	correspond	chair



- C** Complete the sentences with appropriate words from the lists above.

- We have called in a group of consultants to review our accounting procedures.
- The of the board has announced that two new directors will be appointed next month.
- The says it'll take him another hour to restore the power supply.
- Most are predicting that domestic spending will pick up speed in the second half of the year.

Viewpoint



Read the following questions before skimming the article to find the correct answers.

- 1 Why did Mr. Kumar and his colleagues attend the training session?
- 2 What do employees like Mr. Kumar most need to learn?
- 3 What should you NOT do when you meet an American for the first time?
- 4 What results have been obtained by training programs like these?

Indian Companies Are Adding Western Flavor

BY SARITHA RAI

New York Times August 19

Arun Kumar had never shaken hands with a foreigner nor needed to wear a necktie. He vaguely thought that raising a toast had something to do with eating bread. But Mr. Kumar, 27, and six other engineers were recently recruited by the Hyderabad offices of Sierra Atlantic, a software company based in Fremont, Calif. And before they came face-to-face with American customers, the new employees went through a challenging four-week training session aimed at providing them with global-employee skills like learning how to speak on a conference call and how to address colleagues.

As more and more service jobs migrate to India, such training programs are increasingly common. Sierra Atlantic says that one-fourth of its 400 employees working out of the Hyderabad offices are constantly interacting with foreigners.

For Sierra and others, the training in Western ways is intended not only to help employees perform daily business

interactions with American or European colleagues and customers but also to help the companies transcend their image as cheap labor.

"Your interaction with people of other cultures will only increase," Colonel Gowri Shankar, Sierra's trainer, told Mr. Kumar and half a dozen other young engineers, "and you should be equally at ease whether in Hyderabad or Houston." The Sierra programmers listened attentively as Colonel Shankar listed common complaints: speaking one of India's many languages in front of foreigners, questioning colleagues about their compensation, and cracking ethnic jokes. He is uncompromising on punctuality and protocol. "Americans are friendly, but do not slap an American on his back or call him by his first name in the first meeting," said Colonel Shankar.

Some companies are already seeing the benefits of the training. Sierra said that in February, its Indian unit won a bid against an Indian competitor because the Sierra employees were seen as a better fit. "It all adds up to better rates and bigger projects," said the project leader, Kalyani Manda.



TOEIC® Tip

Pay attention to forms of address. They give helpful clues about the context.

- First names for informal situations.
- *Mr.*, *Miss*, *Mrs.*, or *Ms.* before last names for formal situations (i.e. with clients or customers).
- *Sir* or *Madam*, which are very formal, to address customers (i.e. restaurant or hotel guests).

DISCUSSION

What is your reaction to the article?

Do you think Sierra Atlantic's training policy for its Indian employees is a good example of how to motivate and train staff?

How would you feel if you had to change your style of dress or behavior to suit the business culture of a foreign employer?