



VOCABULARY BANK

Work and Careers

Work and Careers | Bank 1: applying for work and interviews | Cambridge IGCSE ESL 0511

1. Quick confidence check

Before you study the topic, mark the column that best describes your confidence with each word or phrase.

Word or phrase	New to me	I recognise it	I can use it
look for a vacancy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
job description	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
application form	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
write a cover letter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CV/resume	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
attend an interview	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
be shortlisted	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
salary expectation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
part-time job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
volunteer work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
turn up on time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
be suited to...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Vocabulary bank

Here are some useful words, adjectives, verbs and chunks that can be reused in exam answers. If you are not sure of their meaning, check online or ask your teacher.

Category	Useful vocabulary
Applying for work	look for a vacancy, read the job description, fill in an application form, write a cover letter, send in a CV/resume, be shortlisted
Interviews	attend an interview, answer questions clearly, talk about experience, salary expectation, turn up on time, make a good impression
Types of work	part-time job, volunteer work, work experience, training course, customer service, deal with customers
Opinion chunks	I would be suited to..., I would struggle with..., One advantage of this job is..., A possible drawback is..., I would prefer a job that...

3. Match the meaning

Match each word or phrase with the correct meaning. Then choose four and write your own examples.

No.	Word or phrase	Meaning
1	look for a vacancy	a. prepare a formal letter explaining why you are suitable for a job
2	job description	b. the amount of money someone hopes to earn
3	write a cover letter	c. search for an available job
4	be shortlisted	d. arrive at the correct time
5	salary expectation	e. information explaining what a job involves
6	turn up on time	f. be chosen as one of the best candidates for the next stage

4. Build useful chunks

Choose useful chunks from the grid. Then write three natural sentences you could use in a speaking or writing answer.

Useful chunk	Useful chunk	Useful chunk
look for a vacancy	read the job description	fill in an application form
write a cover letter	send in a CV/resume	attend an interview
be shortlisted for a job	turn up on time	make a good impression

1. _____
2. _____
3. _____

5. Read in context

Read the text. The bold words are from the vocabulary bank.

Applying for a First Job

Applying for a first job can feel challenging, but the process is easier when students understand the steps. First, they need to **look for a vacancy** and read the **job description** carefully.

Many employers ask applicants to fill in an **application form** or send in a CV/resume. A good candidate may also **write a cover letter** explaining why they are suitable for the role.

If an applicant is **shortlisted**, they may be invited to **attend an interview**. It is important to turn up on time, answer questions clearly and give examples of useful experience.

Even a part-time job or volunteer work can help young people develop confidence. Work experience teaches responsibility and gives students something useful to discuss when they apply for future roles.

6. Check your understanding

Answer the questions in your own words. Use the vocabulary bank where it fits naturally.

READING CHECK

1. What should applicants read carefully before applying?

2. What might a cover letter explain?

3. What should applicants do at an interview?

4. How can part-time or volunteer work help young people?

VOCABULARY IN CONTEXT

What does 'be shortlisted' mean in the text?

- A. Be chosen for the next stage
- B. Lose a job immediately
- C. Write a very short letter
- D. Arrive late for work

What is the writer's main point?

- A. Applying for work has steps students can prepare for.
- B. Interviews are never useful.
- C. Volunteer work is a waste of time.
- D. Students should avoid part-time jobs.

7. Use the vocabulary

Task	What to do
Speaking 1	Describe one job you would be suited to and explain why.
Speaking 2	Discuss this question: Should teenagers have part-time jobs while studying?
Writing	Write a short paragraph explaining how to prepare for a job interview.
Review	Return to the confidence table. Choose one item you want to improve and write a clear example sentence.

8. Topic discussion questions

Use these for pair work, small-group discussion, or speaking-test warm-up practice.

- What kind of job would suit your personality?
- What makes a good job interview?
- Is volunteer work useful for students?
- Should salary be the most important part of a job?
- What experience could help you in the future?

**ANSWER KEY**

Work and Careers

3. Match the meaning

1. c = search for an available job
2. e = information explaining what a job involves
3. a = prepare a formal letter explaining why you are suitable for a job
4. f = be chosen as one of the best candidates for the next stage
5. b = the amount of money someone hopes to earn
6. d = arrive at the correct time

6. Check your understanding

1. They should read the job description carefully.
2. It might explain why the applicant is suitable for the role.
3. They should turn up on time, answer clearly and give examples of experience.
4. It can help them develop confidence and learn responsibility.

MCQ 1: A. Be chosen for the next stage.

MCQ 2: A. Applying for work has steps students can prepare for.