



VOCABULARY BANK

# Work and Careers

Work and Careers | Bank 2: ambitions and workplace skills | 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
future ambition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
career path	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
workplace skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
teamwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
problem-solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
communication skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
reliable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
punctual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
adaptable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
willing to learn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
work under pressure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
take on a role	<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
Career plans	future ambition, career path, dream job, training course, get promoted, be suited to, struggle with
Workplace skills	teamwork, problem-solving, communication skills, customer service, take responsibility, take on a role
Personal qualities	reliable, punctual, adaptable, willing to learn, hard-working, confident, professional
Opinion chunks	In the future, I would like to..., This skill is important because..., Employers value people who..., I would need to improve..., It could help me to...

### 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	career path	a. finding answers to difficult situations
2	teamwork	b. ready to develop new skills or knowledge
3	problem-solving	c. the direction someone's working life may take
4	adaptable	d. continue working well in a stressful situation
5	willing to learn	e. working well with other people
6	work under pressure	f. able to change when a situation or task changes

### 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
future ambition	career path	dream job
teamwork	problem-solving	communication skills
reliable and punctual	willing to learn	work under pressure

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### 5. Read in context

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

#### Skills for Future Careers

Young people do not always know their exact **career path**, but they can still develop useful skills. Most jobs require more than qualifications, especially when people need to work with others.

Employers often value **teamwork**, communication and **problem-solving**. These skills help workers share ideas, deal with customers and respond to challenges.

Personal qualities are also important. A person who is **reliable**, punctual and **willing to learn** may be trusted with more responsibility. Someone who is **adaptable** can cope when tasks change.

Students can build workplace skills through school projects, clubs, volunteering and part-time jobs. Even small experiences can help them prepare for future ambitions.

## 6. Check your understanding

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

### READING CHECK

1. Why can students develop skills even if they do not know their exact career path?

---

2. Give two workplace skills mentioned in the text.

---

3. Why might adaptable workers be useful?

---

4. How can students build workplace skills?

---

### VOCABULARY IN CONTEXT

**What does 'adaptable' mean in the text?**

- A. Able to change when tasks change
- B. Always late for work
- C. Unwilling to learn
- D. Interested only in salary

**What is the writer's main idea?**

- A. Useful career skills can be developed before full-time work.
- B. Qualifications never matter.
- C. Students should choose one career immediately.
- D. Teamwork is not important.

## 7. Use the vocabulary

Task	What to do
Speaking 1	Describe one workplace skill you already have and one you need to improve.
Speaking 2	Discuss this question: Which is more important, qualifications or personal qualities?
Writing	Write a short paragraph about skills teenagers need for future careers.
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 is your future ambition?
- Which workplace skill is most important?
- Can school clubs help students prepare for work?
- Would you prefer to work alone or in a team?
- What personal quality do employers value most?

**ANSWER KEY**

# Work and Careers

## 3. Match the meaning

1. c = the direction someone's working life may take
2. e = working well with other people
3. a = finding answers to difficult situations
4. f = able to change when a situation or task changes
5. b = ready to develop new skills or knowledge
6. d = continue working well in a stressful situation

## 6. Check your understanding

1. They can develop useful skills before choosing an exact job.
2. Any two from: teamwork, communication, problem-solving, customer service.
3. They can cope when tasks or situations change.
4. Through school projects, clubs, volunteering and part-time jobs.

MCQ 1: A. Able to change when tasks change.

MCQ 2: A. Useful career skills can be developed before full-time work.