

UNIT

1

The working day

Vocabulary

Many students record the words that they want to learn by writing them in a list with a translation next to each one. This is not usually the best way of doing it because:

- the words are not organised into topics
- it does not tell you how to use the words.

Words are often easier to remember if you put them into groups based on the meaning.

1 Write the words from the box next to the most suitable company department to make three word diagrams.

.....

personnel

.....

bookkeeping

accounts

.....

.....

sales

.....

bookkeeping

consumer

expenditure

human resources

mail order

payroll

recruitment

retail outlet

salary

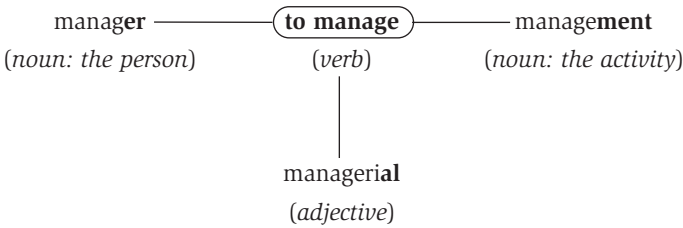
staff

wholesale

workforce

2 Can you add any more words to the diagrams? Use your dictionary if you like.

Another way to group words is to take one word and record other words that can be formed from it by adding prefixes and suffixes.



3 Write the correct word from the box next to the correct definition in the word diagram below.

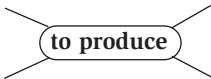
1

the thing that a company produces

2

the company or person who produces something

producer
product
production
productivity



3

the action of producing something, or the quantity produced

4

a measure which compares the value of what a company produces with the time and money it spends

4 Now use your dictionary to make a similar diagram around the verb to employ.

Grammar

Read the article and then write the questions for the answers (1–6) in your notebook.

AUDIENCE NUMBERS DOWN FOR RADIO HEARTBEAT

Things are not looking good at Radio Heartbeat at the moment. Their new breakfast show presenter, Johnny Race, just can't keep the listeners. He only attracts 30,000 listeners each morning whereas 45,000 people regularly listen to the rival station, Hugz. Even more worrying for Heartbeat is the success of Marie Riley's new breakfast show over on Shire Radio. According to opinion surveys, people especially like the interviews on her show.

Heartbeat's chief executive, David Webb, says that he is not worried by the figures. 'We're trying to appeal to younger listeners now,' he says. 'They need time to find us. Johnny's got a great personality and I'm sure he can bring them in. We have every confidence in him.'

Unfortunately, now Heartbeat's teatime DJ, Morgan Wells, says he is thinking of leaving the station. If he does, this will be another major blow for Radio Heartbeat.

- 1 How many listeners does Johnny Race attract?
30 thousand each day.
- 2 The interviews.
- 3 No, he isn't worried.
- 4 Younger listeners.
- 5 Because has a great personality.
- 6 Leaving Radio Heartbeat.