• Do you have a part-time job?

I work in a supermarket, stacking shelves / working at the cash register... I baby-sit / look after children... I teach a musical instrument... I help classmates with maths.

• What is your ideal / dream... job / occupation? Why? What do you look for in a job?

I hope to be / I would like to become / I dream about working as... a traffic controller / a stockbroker / an electrician / a fashion designer. I want to... do something demanding / challenging... help people.

• What job sectors do you know? What are blue-collar and white-collar jobs?

People might work either in the state or the public sector. Specific sectors / fields / industries... are education / publishing / healthcare / the military / engineering / banking / IT / manufacturing / agriculture. Blue-collar jobs are / refer to... occupations which... are manual / require physical labour. The name 'blue-collar' comes from the traditional blue uniforms / overalls of manual workers. White-collar employees work in an office / behind a desk as civil servants / administration workers. 'White-collar' comes from the fact that many of these workers wear a suit and a white shirt with a tie.

• How do people find a job? What do people do when they go job-hunting?

First, it is important to... write / prepare... a CV / resume... including information about your education and past work experience. Then you can visit an employment agency / recruitment office which will find suitable jobs / vacancies for you or you can look for job offers / ads / advertisements... on the internet / in newspapers / magazines. After you find an acceptable / appropriate job you can apply for the position / send in your CV and cover letter / fill in an application form and wait to be invited to an interview.

• How do you prepare for a job interview? How should you behave during an interview?

Candidates / applicants should research information about their prospective / potential... employer / company. Dress up well for the interview. Arrive on time. Don't be late. Know the name of the person who is interviewing you.

• What are standard working conditions and employment benefits in the Czech Republic?

The standard / typical working conditions in the Czech Republic are an 8-hour working day, 4-week holiday period, sick pay, lunch break. Employees can get lunch vouchers / language classes / company car / phone.

• What different types of companies can you work for?

You can work for a small family company... a large multinational corporation... a law / architecture firm... a travel / translation / modelling agency... a franchise... a chain store.

• What are the advantages and disadvantages of working in these different types of companies?

A big corporation means / gives you the opportunity for a... high salary / travel / promotion... can mean high stress / loss of individual contact... A small family company means that you have the opportunity to work closely with your colleagues / can have more influence on the company / your salary may not be so high / chances of promotion are lower... A franchise gives you the security of a large firm and the contact of a small business.

• Who is a freelancer?

A freelancer is someone who is not regularly employed... he / she works on a particular / given / set project for a particular / limited amount of time, afterwards he / she must find another job... he / she does not receive holiday pay / sick pay / other benefits... in the Czech Republic. A freelancer has to / must / is required by law to... have a business license.

• What are the advantages and disadvantages of being a freelancer?

The advantages of being a freelancer are... the freedom to work for whom you want / the opportunity to work in creative / interesting jobs... that you can be your own boss. The disadvantages of being a freelancer are that... the work is not regular / secure / you don't receive sick pay or holiday pay / you have to cover the costs of / buy... your equipment / travel / workplace.

• Why do employees get fired / get dismissed? Why are employees made redundant?

An employee can be / get... fired / dismissed because... they don't work hard enough / are lazy / spend too much time speaking to friends / surfing the internet / don't complete their work / make too many mistakes / steal from the company. An employee can be made redundant... because of difficult financial times / because the company is 'down-sizing'.

• Do you think that employees will work more and more from home?

Yes, I agree / think people will work more and more / increasingly from home because... more work is online / uses computers and people have computers at home... it's easier to set up your own business. No, I think that people will still go out to work because they need to communicate / talk face to face with their colleagues / customers.

