

# UNIT 3

## A Reading 1

Read the information about VSO and choose the best answer in 1–5.

### Voluntary Service Overseas

#### VSO

VSO is a registered charity dedicated to assisting in developing countries. More specifically, it is a recruitment agency which finds, selects and places volunteers in response to overseas requests.

This work makes it distinctive among other charities and organizations in the UK. It sends people, not money, so that its services are, in effect, entirely complementary to the efforts being made by agencies like Oxfam, Christian Aid and Save the Children Fund with whom it often works directly.

VSO tries to respond to requests from overseas which ask for volunteers. Its bias is firmly towards the poorest members of the community and it takes great care to avoid undermining job opportunities for local people.

Both staff and volunteers also pay special attention to women's roles in development projects. This is because women's roles in child-rearing, in education and community cohesion are essential in any healthy process of change.

Over the past 38 years, more than 21,000 volunteers have worked abroad with VSO. There are now over 1,900 volunteers working in 59 of the less developed countries in Africa, Asia, the Pacific and the Caribbean.

The application of each volunteer is carefully considered in order to select and interview candidates against each job request from the field, to seek the person with the right blend of skills and personality.

#### VSO, the work

VSO volunteers do not go to developing countries as visiting experts with all the answers. It is always a process of sharing and learning. The aim is that when the volunteer returns home, there exists a community with a stronger sense of independence and self-reliance... and a volunteer with a new understanding and appreciation of life and people everywhere. The range of jobs required of VSO is wide – reflecting the needs of any society in the modern world.

- VSO is different from other charities and organizations in the UK because it
  - is a registered body.
  - sends financial aid to developing countries.
  - sends volunteers to help abroad.
  - recruits volunteers to work in Britain.
- Requests from overseas most likely to be dealt with are those which
  - specifically ask for female staff and volunteers.
  - require volunteers to work with the local inhabitants.
  - require help and advice on health care.
  - need help to train less wealthy members of the community.
- According to those who work for VSO, who plays the most important part in bringing about change?
  - charitable organizations
  - volunteers from abroad
  - women in local communities
  - staff who recruit volunteers
- What happens when VSO wants to appoint new volunteers?
  - They give preference to applicants living abroad.
  - They give each applicant several interviews.
  - They refer applications to countries requesting volunteers.
  - They match all applicants to jobs very carefully.
- The volunteer chosen to go out to a developing country
  - must have experience of working overseas.
  - will quickly become an expert in the field.
  - will gain more knowledge about the world we live in.
  - must leave the country before it becomes independent.

## B Vocabulary 1

Jobs can be grouped into different categories. Match the categories (1–8) with the jobs (A–T) below. You may use your dictionary.

- Forestry
- Fisheries
- Agriculture
- Education and Librarianship
- Health
- Business and Commerce
- Community and Social Development
- Technical Trades, Crafts and Engineering

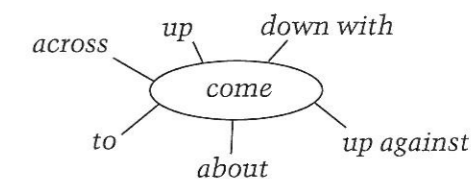
- Community workers
- Computer programmers
- Fishermen
- Teachers
- Carpenters
- Business entrepreneurs
- Health educators
- Agricultural engineers
- Mechanics
- Accountants
- Town planners
- Doctors
- Tree preservationists
- Librarians
- Social workers
- Boat builders
- Computer analysts
- Technical teachers
- Building instructors
- Tree surgeons

## C Writing

Write a letter to an organization you would like to work for, asking them to send you details of any vacancies they may have.

## D Phrasal verbs

Replace the words in *italics* with a suitable phrasal verb with *come* in its correct form.



Example:

Have you *found* the invoices I asked you to find yesterday?

*come across*

- I'm afraid we're going to *face* a lot of problems trying to introduce this new system.
- The new project was *mentioned* at the directors' meeting last week.
- The room was so hot that a man actually fainted. Luckily he *regained consciousness* almost immediately.
- One of the secretaries has *developed* a nasty cold and won't be in today.
- What I want to know is how the accident *happened*.
- Where on earth did you *find* this beautiful, old desk?

## E Use of English

Read Mary's letter to Paul about her new job. If a line is correct, put a tick (✓). If a line has an unnecessary word, underline it. There are two examples at the beginning (0) and (00).

Dear Paul,

- I am writing to tell you that I have been appointed ✓
  - 00 for Operations Manager at the City Zoo. The zoo is a
  - 1 major of tourist attraction, with over a million visitors
  - 2 a year. I shall be the responsible for looking after
  - 3 the visitors and the zoo by itself. They were looking
  - 4 for candidates between twenty-eight and forty-five.
  - 5 They also wanted that someone with managerial ability
  - 6 and relevant experience. Surprisingly, I got the job!
  - 7 Accommodation is also provided, so we won't be need
  - 8 to look for somewhere to live. My starting salary'll
  - 9 be around £25,000, which isn't bad! I'm really
  - 10 looking forward to starting out work there. I hope
  - 11 I'll be able to cope with all the work I involved!
  - 12 I must admit I'm a little so nervous about it all!
  - 13 Hope to see you sometime soon. Love to the family.
- Best wishes,  
Mary

## F Vocabulary 2

Read part of a letter to colleagues about interviewing candidates for a job and fill in the missing words, which are all connected with work. The first letter of each word is given.

Example:

A *career* in this field can be very hard work but it is rewarding.

We advertised the (1) p\_\_\_\_\_ of Sales Manager last week in the national newspapers. So far we've had more than fifty (2) a\_\_\_\_\_ for the job. As you know, we're offering a (3) s\_\_\_\_\_ of £19,000. We would prefer to appoint someone with a few years' (4) e\_\_\_\_\_ in the field. Remember that we stated in the advertisement that high academic (5) q\_\_\_\_\_ are not so necessary for a job like this. We need to stress that in this company all (6) e\_\_\_\_\_ are treated in the same way. All staff are entitled to an annual share in the (7) p\_\_\_\_\_ of the company, and we believe that good working relations between (8) m\_\_\_\_\_ and (9) s\_\_\_\_\_ are essential. We've selected ten (10) c\_\_\_\_\_ to be interviewed next week. The successful candidate will take up his/her (11) a\_\_\_\_\_ from next month.

## G Language study

Match the phrases on the left with the meanings they express on the right. Draw lines between the pairs.

Are you going to (do)?	a request
Is it going to (do)?	intention
Will you (do)?	probability
Will you be (doing)?	something that will be in progress in the future
Would you (do)?	

Write sentences using the expressions above and following the instructions in sentences 1–8.

- Ask someone to open a window.  
\_\_\_\_\_
- Ask if someone intends to have a quiet evening in.  
\_\_\_\_\_
- Ask if someone has made arrangements for attending the next committee meeting.  
\_\_\_\_\_
- Ask if there is any probability of it raining this afternoon.  
\_\_\_\_\_
- Ask if someone intends to tell the truth.  
\_\_\_\_\_
- Ask if there is any likelihood of interest rates rising again.  
\_\_\_\_\_
- Ask someone to post a letter for you.  
\_\_\_\_\_
- Ask if someone has arranged to go abroad for their holiday this year.  
\_\_\_\_\_

## H Reading 2

Read these job advertisements. Which of the advertisements A–D states the following? Some of the statements appear in more than one advertisement.

There is an example at the beginning (0).

- |   |                             |                                       |
|---|-----------------------------|---------------------------------------|
| You must be understanding.                                    | <input type="checkbox"/> 0  | <input checked="" type="checkbox"/> A |
| You need to know something about computers.                   | <input type="checkbox"/> 1  | <input type="checkbox"/> 2            |
| You need to be good at marketing.                             | <input type="checkbox"/> 3  | <input type="checkbox"/>              |
| You should be able to get on with all sorts of people.        | <input type="checkbox"/> 4  | <input type="checkbox"/>              |
| You must be able to work under stress.                        | <input type="checkbox"/> 5  | <input type="checkbox"/>              |
| You will have to work evenings and weekends.                  | <input type="checkbox"/> 6  | <input type="checkbox"/>              |
| You need to be a good communicator.                           | <input type="checkbox"/> 7  | <input type="checkbox"/>              |
| You need to be interested in nature.                          | <input type="checkbox"/> 8  | <input type="checkbox"/> 9            |
| You must be able to drive.                                    | <input type="checkbox"/> 10 | <input type="checkbox"/> 11           |
| You will earn more money if you have a few years' experience. | <input type="checkbox"/> 12 | <input type="checkbox"/>              |
| You should have some experience of office work.               | <input type="checkbox"/> 13 | <input type="checkbox"/>              |
| You will have a three-year contract.                          | <input type="checkbox"/> 14 | <input type="checkbox"/>              |

A

### Challenging, rewarding experiences

Morton Social Services require staff who are committed to providing a sensitive service for our community.

CHILDREN & FAMILIES (CARE)

### Qualified Social Workers

Can you meet the Morton Challenge?

We wish to recruit energetic Qualified Social Workers with experience of care work, who can deal with the pressure of working in a busy Area Office.

We are committed to raising standards and promoting professional practice in an Equal Opportunities environment. Your Application should reflect your knowledge as indicated in the person specification.

**Applicants with four years' post-qualification experience in a social worker graded post will be guaranteed a salary of at least £18,400.**

International Wildlife Organization I.W.O.

### REGIONAL ORGANIZER

Salary Circa £14,000

To raise funds and promote environmental awareness in the North

IWO is a leading international wildlife organization.

- Can you demonstrate an interest in local and international environmental issues?
- Do you have practical experience of managing and motivating volunteers?
- Do you have practical experience of word processing? This post includes considerable administration using a PC.
- Can you work well with a wide variety of people, have patience, a sense of humour and enjoy public speaking?
- Are you willing to work unconventional hours including a considerable number of evenings and weekends?
- Do you have a full current Driving Licence?

Benefits include use of a car, four weeks' paid annual leave, all normal expenses and a non-contributory pension scheme. Office equipment will be provided.

**If you answer YES to all of these questions, and live within the region specified, please apply for an application form and further details.**

C

UNIVERSITY OF HOLDSWORTH  
Academic Investment Department

### ASSISTANT TO THE DIRECTOR

We need an experienced and enthusiastic person to assist the Director in securing funds for the University from external sources including charitable trusts, industry and individuals and to provide administrative and secretarial support to ensure the efficient running of this small and energetic Department.

Experience of office administration and computer skills, including word-processing, databases and spreadsheets are essential, as are strong verbal and written communication skills. Experience of fund-raising/public relations an advantage. Appointment for one year in the first instance. Salary £15,000 per annum.

The University is committed to an Equal Opportunities Policy Promoting excellence in education and research.

D

NORTH MONKSHIRE FOREST

### PROJECT DIRECTOR

£20,500 per annum

The North Monkshire Forest belongs to the people, businesses and landowners of the area. As Project Director you will have overall responsibility to these people and the partner organizations for the development of this unique forest and management of its project team.

You are someone with experience, who can demonstrate a high level of management, marketing and environmental awareness. You will already have achieved results in other land management schemes and can bring this drive and experience to the North Monkshire Forest.

The appointment will be for three years. It will include car user allowance, assisted car purchase and relocation expenses.

For an informal discussion about the post and the project, please telephone Frank Meadows on 01432 707332.