

Skills and experience

- 1 Have you ever done any volunteer work? If so, what did you do? Has anyone you know ever worked as a volunteer? What did they do?
- 2 Read about some volunteering jobs. Which ones would you be good and bad at? (Why?)

VOLUNTEERING MATCH

Find the volunteer job opportunity that's right for you. Put your skills and experience to good use and help us make the world a better place.

Are you good at wood and metal work? A charity that teaches school children how to sail is restoring a 19th-century Scandinavian sail boat. Hands-on, practical help urgently needed.

Rewarding work for creative volunteers. A charity for disabled motorists is looking for inventive engineers, mechanics, and designers to help convert vehicles, so people who use wheelchairs are able to drive.



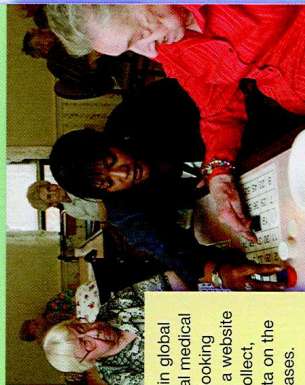
Do you enjoy working in global teams? An international medical science foundation is looking for someone to set up a website where scientists can collect, compile, and share data on the spread of tropical diseases.

Water supply and sanitation engineers needed to supervise projects delivering water to rural communities in central Africa. Highly satisfying work for volunteers with good troubleshooting and communication skills.

An international disaster relief charity needs well organized, detail-oriented volunteers to manage inventory in its warehouses and organize the distribution of supplies to victims of floods, hurricanes, fires, and so on. When disaster strikes, we work 24/7.

A home for senior citizens needs patient, friendly volunteers with basic computer networking skills to help with setting up a computer centre and providing training and support to its residents so they can send emails and access the Internet.

Conservation scientists working on projects in remote regions of the Amazon jungle need biologists, chemists, meteorologists, and logisticians to join them in environmental projects and scientific research. Must be willing to work in primitive conditions.



- 3 Work with a partner. Choose two of the volunteer jobs and decide what qualities volunteers might need to enjoy them and do them well. Complete this table.

Job	Should be good at ...	Should be experienced in ...	Should be willing to ...	Other personal qualities
1 Restoring a sail boat	practical tasks	wood and metal work	work hard work in a team	interested in the history of sailing mustn't get sea sick
2				
3				

- 4 Listen to a candidate being interviewed for one of the jobs.

- Which job is she interested in?
- Do you think she would be good at it? (Why / Why not?)
- What other jobs might she be good at? (Why?)

- 5 Listen again and say whether these statements are true (T) or false (F). Correct the ones that are wrong.

- Emily has been a mechanic for three years.
- She's a production planner.
- She has a Portuguese boyfriend.
- She worked for a TV crew in the Sahara for 4 years.
- She is good at troubleshooting mechanical problems.
- She's had a lot of experience in research.
- She's been interested in saving rainforests since she was a child.

Present Perfect vs. Past Simple

We can use the Present Perfect or the Past Simple to talk about actions that have finished. It often depends on what kind of time expressions we use.

We generally use the Present Perfect with time up to now expressions.

For example *ever, never, yet, recently, since, already*

We generally don't use the Present Perfect with finished time expressions.

For example *ago, then, after, that, when, last week, yesterday*

- 6 Work in pairs. Decide which tense is correct.
- I *(have played / played)* chess when I was a student.
 - I *(passed / had passed)* the written test but *(haven't taken / didn't take)* the practical test yet.
 - How many training courses *(have you done / did you do)* since you started here?
 - He was a service technician, and then he *(has joined / joined)* the training department.
 - She *(has qualified / qualified)* as an engineer last year.
 - The first job I *(have had / had)* was at a small electronics company in Lyon.
 - Enrico *(has been / was)* in charge of maintenance for over ten years now.
 - She *(has studied / studied)* chemistry at Leeds University from 2003 to 2008.
 - How long *(have you had / did you have)* your current car?
 - Have you ever *(went / been)* to China?

- 7 A volunteer recruitment agency is conducting interviews for all the jobs in 2. Take turns to be candidates and act out the interviews.

A – Look at file 15 on page 94.

B – Look at the information below.

B

You have decided to take a year off from your job to work on one of the projects on page 60.

1 Decide which job you'd like, but don't tell anyone. Keep it a secret.

2 Take a few minutes to prepare. Then answer the interviewer's questions. Lie if necessary, but try to ensure you sound like the perfect match for the job you want.

Reporting progress

- 1 A supervisor is checking how this project is progressing. Listen and find out what things have caused delays.



- 2 Read the supervisor's status report. It contains five factual errors. Find and correct them. Then listen again and check your answers.

Milton Road Project – Status update

I inspected the site this morning. All the cable is laid and the trenches were filled in. Delays have been caused by the weekend's heavy snow. Traffic has been a problem, too. 'No parking' signs have been erected, but cars are still being left in the street. Also, a water main broke which still needs to be repaired.

This project is behind schedule, but the foreman knows it has to be completed by Thursday.

- 3 Use the phrases to complete the example sentences below.

has to be done can't be extended
has been repaired is being laid
have been caused are being towed
should be filled in away

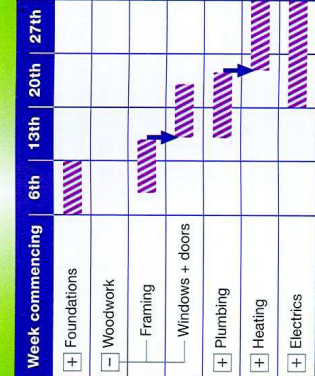
Passives – continuous, perfect, and modal forms

Use the appropriate form of the verb *be* and the past participle to form passives.

Delays¹ by the weekend's heavy rain.
Cars² all the time.
The water main³.
The cable⁴.
The trenches⁵ by now.
The job⁶ by Friday.
The deadline⁷.

- 4 Discuss the schedule of another construction project. It's Monday, week commencing 13th May.

- What's being done now?
- What's already been done?
- What can't be done until the plumbing's done?
- What has to happen before the windows and doors are installed?
- What should be done by the end of this month?



- 5 Look at another project and say what's being done. What things could cause delays to a project like this?



- 6 Work with a partner.

A – You're the supervisor of the project in 5. It should all be completed by next week. Ask **B** how it's progressing. Find out which jobs haven't been done yet and why.

B – You're the foreman of the project in 5. Turn to file 13 on page 93.

- 7 Work with a partner. Think of a project you're involved in at work, at home, or at school. Take turns describing its progress.

- What's the goal of the project?
- What tasks must be performed?
- What things have been done so far? (When were they done?)
- What's being done now?
- What hasn't been done yet?
- Have any tasks been delayed? (Why?)