

What is Work and Careers Vocabulary?

Worksheet

Work vocabulary includes job titles (manager, freelancer), employment types (full-time, contract), career paths (promotion, lateral move), and professional concepts (mentorship, networking, skill-set) essential for workplace success.

Questions

1. A 'freelancer' is:

- A) a full-time employee
- B) self-employed, works per project
- C) only in tech industry
- D) always works at office

2. The difference between 'resign' and 'retire':

- A) same thing
- B) resign = quit job, retire = stop working (age-related)
- C) only resign is formal
- D) retirement is temporary

3. What does 'benefits' refer to in employment?

- A) wages only
- B) extra payment per hour
- C) non-salary compensation (insurance, pension, vacation)
- D) overtime pay

4. A 'shift' in the workplace means:

- A) changing jobs
- B) a work schedule block (e.g., night shift)
- C) moving to another department
- D) quitting your position

5. Compare 'full-time,' 'part-time,' and 'contract' employment.

6. What's the difference between a 'promotion' and a 'lateral move'?

7. Explain 'mentorship' and 'networking' in a career context.

8. Define: What is a 'career path'?

9. Define: What does 'upskilling' mean?

10. Define: What is a 'CV' or 'resume'?

Answer Key

1. B) self-employed, works per project — A freelancer is self-employed and works on individual projects, often for multiple clients.
2. B) resign = quit job, retire = stop working (age-related) — Resign = leaving a job voluntarily. Retire = permanently stop working, usually due to age.
3. C) non-salary compensation (insurance, pension, vacation) — Benefits include health insurance, pension, paid leave, and other non-salary perks.
4. B) a work schedule block (e.g., night shift) — A shift is a work schedule period (morning shift 8-4, night shift 10-6, etc.).
5. Full-time: permanent position, 35-40+ hours/week, benefits included. Part-time: permanent but fewer hours (15-30/week), some benefits. Contract: temporary role (fixed end date), no benefits, hourly/project pay.
6. Promotion: moving up the hierarchy (same company) with higher salary and responsibility. Lateral move: changing roles at the same level (e.g., manager in sales → manager in marketing).
7. Mentorship: senior person guides junior person's development. Networking: building professional relationships for career opportunities.
8. The progression of jobs and roles you have throughout your professional life.
9. Learning new skills to improve job performance or prepare for advancement.
10. A document listing education, experience, and skills for job applications.

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