

UNEMPLOYMENT

Vocabulary

job – a paid position of regular employment

work – a job or activity that you do regularly, especially in order to earn money

profession – a paid occupation, especially one that involves prolonged training and a formal qualification

career – an occupation undertaken for a significant period of a person's life and with opportunities for progress

boss – a person in charge of a worker or organization

employer – a person or organization that employs people

employee – a person employed for wages or salary, especially at nonexecutive level

trainee – a person undergoing training for a particular job or profession

intern – a student or trainee who works, sometimes without pay, in order to gain work experience

full-time (of work or education) – something that is done from 32 to 40 hours per week (the opposite of part-time)

shift – one of two or more recurring periods of time in which different groups of workers do the same jobs (e.g. to be on the day/night shift)

flexitime – a system of working in which people work a set number of hours within a fixed period of time, but can change the time they start or finish work

overtime – time worked beyond one's scheduled working hours

money – something (such as coins or bills) used as a way to pay for goods and services and to pay people for their work

pay – the money paid to someone for regular work

salary – a fixed regular payment, typically paid on a monthly or biweekly basis but often expressed as an annual sum, made by an employer to an employee, especially a professional or white-collar worker

wage – a fixed regular payment, typically paid on a daily or weekly basis, made by an employer to an employee, especially to a manual or unskilled worker

retirement – the act of leaving one's job and ceasing to work, typically upon reaching the normal age for leaving employment

resignation – the act of giving up a position or leave a job

notice – an advance warning of intention to leaving one's job

severance package – the pay and other benefits that an employee receives when the employment is ended by the employer

reference – a letter from a previous employer testifying to someone's ability or reliability, used when applying for a new job

prospects – opportunities for success or promotion in a career

promotion – the action of raising someone to a higher position or rank

unemployed – someone who is without a paid job but available to work

unemployment – the number of people in a particular country or area who cannot get a job

unemployment benefits – payments made by the state or government to an unemployed person

job hunting/job seeking/job searching – the act of looking for employment

vacancy (for) – an unoccupied position or job

CV (curriculum vitae) – a written document that lists your skills and experience which you send to employers when you are looking for a job

resume – a brief document that lists your skills and experience which you send to employers when you are looking for a job

qualification – a quality or accomplishment that makes someone suitable for a particular job or activity

insomnia – inability to sleep

therapist – someone who has been trained to give treatment for a mental illness

basically – used to emphasize the most important reason or fact about something

hamster wheel/running wheel – an exercise device used primarily by hamsters, rats, and other rodents

altogether – completely, totally

daunting – seeming difficult to deal with in anticipation; intimidating

crucial – decisive or critical, especially in the success or failure of something

burned-out – to be completely exhausted through overwork

Debbie Downer – someone who makes a negative comment when something positive happens or is said

commute – a regular journey of some distance to and from one's place of work

jerk (slang) – a dull or stupid person

astonishing – extremely surprising or impressive

sufficient – enough, adequate

Verbs

to afford something – to have enough money to pay for

to look for something – to try to find something

to quit (a job) (informal) – to leave a job, school, etc., especially without finishing it completely

to resign – to voluntarily leave a job or other position

to remain – to continue to be in the same state or condition

to go on – to continue

to pay off – to yield good results; to succeed

to let someone go (informal) – to officially tell someone that they can no longer work at a job

to fire someone – to dismiss an employee from a job

to pay for something – to give someone money for goods or services
to retire – to leave a job and cease to work, typically upon reaching the normal age for leaving employment

Phrases

to be under (constant) pressure – to be in a state of stress or anxiety because of having too much to do

to get out of the rut – to stop being fixed in one particular type of job, activity, etc.

to pay the bills – to pay for one's expenses

to have something lined up – to prepare or arrange something

to hand in/give one's notice – to tell your boss that you intend to quit your job

to leave on good/bad terms – to resign remaining friendly with your employer

to lend an ear/one's ears – to listen sympathetically or attentively to someone

to earn a living – to earn the money needed for food, clothing, etc.

to lose a job – to no longer have the job one has had

to be out of work – to be unemployed

Go for it! – Do it!

No biggie! – Don't worry about it!

Grammar Corner

We place commas at the end of introductory elements in the sentence. We consider prepositional phrases, subordinate clauses, and other expressions to be introductory elements.

e.g. After a yearlong unemployment, he finally found a job.

Since I'm quitting my job, I want to travel the world for a bit.

Therefore, I am handing in my two weeks' notice now.

We use the phrase '*must have (done something)*' when we make guesses about things that happened in the past, especially when we have a strong reason for thinking this way.

e.g. You look sad. Something bad must have happened.

Sally isn't at the office today? She must have caught a cold. It was raining cats and dogs yesterday.

Real Life Situations

(P1 – Person 1, P2 – Person 2, B – Boss)

Quitting One's Job (1)

P1: Good morning!

P2: Hi.

P1: What's wrong? You look kind of...

P2: Awful? I know. I haven't been sleeping well lately.

P1: Why? Insomnia?

P2: I suppose. I don't know... I am under constant pressure at work, and I feel like my health is getting worse.

P1: That sounds terrible! Have you tried seeking professional help?

P2: Yeah, I talked about it with my therapist.

P1: And what did he say?

P2: He told me that basically the cause of my stress is my job.

P1: Oh, that's unfortunate. Can you take a vacation or something? To get out of the rut, you know?

P2: Although I pay the bills and can actually afford travelling, I don't have the time to do it. I work overtime every single day. I feel like I'm in a hamster wheel.

P1: Alright, this might sound crazy, but have you thought of changing the departments or looking for a job somewhere else altogether?

P2: To be totally honest, yes. The thought of resigning doesn't seem that daunting to me anymore.

P1: I'm sure that with your qualifications you can find a job anywhere!

P2: You think so?

P1: Of course! But I wouldn't quit my job without having another one lined up.

P2: Indeed. Well, I won't just quit without giving my two weeks' notice. I don't want to leave on bad terms.

P1: That's true. Providing perfect references is crucial when sending your CV to a new employer.

P2: So now I have to talk to my boss about it...

P1: Just remain calm and state the reason why you want to leave. That's not the end of the world.

P2: I know, but I still feel bad about it. I've worked there for 7 years, but I feel so burned-out.

P1: It can't go on like this forever.

P2: Yeah, I guess so. Thanks for lending an ear.

P1: No problem!

Quitting One's Job (2)

P1: Good morning, Mr. Collins! Do you have a second?

B: Morning! Sure, Patty, what's up?

P1: There's something I wanted to talk about with you.

B: Go ahead.

P1: Mr. Collins, I wanted to let you know that I am resigning from my position here. I am grateful for all the things you've done and the opportunities you've provided, but I decided to shift my focus into another direction.

B: You're quitting? But why?

P1: I want to start my own business. I've been working on my side project for 2 years, and it's finally paying off.

B: I don't want to be a Debbie Downer, but it's madness! There's no stability now, and the economic situation is not great overall. Are you sure you'll earn a living?

P1: I'm sure, Mr. Collins. Thank you for your concerns.

B: I'm sorry, Patty, I must have offended you.

P1: That's OK. Since I've just given you my two weeks' notice, should I give you an official resignation letter as well?

B: Yes, you need to hand in a resignation letter.

P1: Alright. I'll send it over to you within an hour.

B: Well, thank you for all the work you've done for our company!

P1: Thank you very much! I've had an amazing time working here.

Being Fired

P1: Sam, Mr. Richards wants to see you in his office.

P2: Alright? Do you have any idea what he wants?

P1: No. He didn't say anything.

P2: OK. Thanks.

a little later

P2: Mr. Richards, can I come in?

B: Yes, Sam, sit down, please.

P2: You wanted to see me?

B: Yes. Unfortunately, we'll have to let you go.

P2: Sorry, I don't understand. Am I being fired?

B: Yes, that is correct.

P2: How come? I'm doing my job!

B: Well, how about being always late? We've given you 5 verbal warnings. Five.

P2: But the commute is awful! I must have done something else?

B: Two written warnings about your communication style with our clients...

P2: What can I do if some people are just jerks?

B: Enough! This is exactly the attitude we do not want to have in our company! The lack of effort you put into your job is astonishing.

P2: I'm sorry! I didn't mean that! Could you give me one more chance? I'll promise I'll do my best.

B: Unfortunately, I do not think your best is sufficient for this position. You'll get your severance package, so don't worry about that.

P2: Is there anything I can do?

B: I believe, not.

P2: I see... Thanks.

B: Good luck to you.

Being Unemployed

P1: Oh, hi there! Long time no see!

P2: Hello! I'm so glad to see you!

P1: Me too! How are you doing?

P2: Well, I lost my job...

P1: What do you mean? Were you fired?

P2: No! That would be a terrible thing to have on a resume. Anyway, the company I worked at went bankrupt, so now I am on unemployment benefits. I must have expected that.

P1: That sounds terrible! Is it enough?

P2: I can barely pay the bills. Thankfully, I've got some savings, so I'm not starving, but I need to find a job this year for sure.

P1: I can't imagine what you're going through right now! So many people are out of work now.

P2: Yeah, I was shocked to learn the numbers too.

P1: Have you sent your resume to other companies?

P2: Yeah. No luck.

P1: Hmm what about online jobs?

P2: I don't think there are online jobs for me.

P1: Well, have you looked for them or do you think there aren't any?

P2: The second...

P1: Go for it! It's worth a try!

P2: I suppose, you're right. Thanks!

P1: No biggie!

P2: Hey, maybe we could go for coffee sometime?

P1: Sure! Just give me a call, alright?

P2: Yeah, absolutely! See you!

P1: Bye!