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THEME TWO

WORK AND CAREERS

UNIT ONE

WHICH CAREER

WORD	P	SYNONYM	DEFINITION	MEANING
A company	V	Partner	To go somewhere with (someone) as a companion or escort. To be a friend to someone.	بصاحب
Administrate	V	Manage-direct	To manage or be in charge of a company, organization or business.	يتولى-يدير
Administration	N	Manager	The management or responsibility of a company, organization or business.	الإدارة
Advertise	V	Publicize	To describe or draw attention to a product, service, or event in a public medium to promote sales or attendance.	يعلن
Advertisement	N	Announcement	A notice or announcement in a public medium promoting a product, service, or event or publicizing a job vacancy.	إعلان
Advice	N	Counselling	Guidance or recommendations concerning prudent future action. = -guidance	ينصح
Advise		Counsel-guide	To offer suggestions about the best course of action to someone.	نصيحة
Air Traffic controller	N		A person whose job is to control the flow of air traffic	مراقب الحركة الجوية
Application form	N	Appeal-request	The formal request to an authority for something.	استمارة الطلب
Apply for	V	Register	To make a formal application or request.	يتقدم بطلب
Aptitude	N	Talent-gift-skill	A natural ability to do something. (The suitability or fitness.)	مؤهله
Aspect	N	Feature	A particular part or feature of something.	جانب
Believe	N-V	Think- trust	To accept (something) as true; feel sure of the truth of. Or, to hold (something) as an opinion; think or suppose.	يؤمن-يصدق-يعتقد
Company	N	Business-	A commercial business. = (corporation= establishment)	شركه
Confident	Adj	Self-trust	The feeling or showing confidence in oneself; self-assured.	واثق
Confuse	V	Puzzle	To cause (someone) to become bewildered or perplexed.	تخلط
Criteria	N	Standard- level	A principle or standard by which something may be judged or decided.	المعايير
Curriculum Vitae	N	CV	A brief account of a person's education, qualifications, and previous experience, typically sent with a job application.	السيرة الذاتية
Cyclone	N		A large-scale air mass that rotates around a strong center of low atmospheric pressure.	اعتصار
Design	N-V	Plan-sketch	A drawing produced to show the look and function of something before it is built.	التصميم
Director	N	Manager	The person who is in charge of an activity, department, or organization.	مدير
Environment	N	Habitat- conditions	The surroundings or conditions in which a person, animal, or plant lives or operates.	بيئته
Fill in	V		To complete with an amount of data or information that will occupy all the space in a form.	أتملأ استمارة
Fill up	V	Top up	An instance of making something completely full with material.	يملأ شيء مادي
Flexibility	N	Spring	The quality or ability of bending easily without breaking.	المرونة
Flexible	Adj	Bendable- bendy	Capable of bending easily without breaking.	مرن
Fond of	Adj	Keen on	The case of having an affection or liking for. =(passionate)	مولع ب
Forecaster	N	Predictor	A prediction or estimate of future events, especially coming weather or a financial trend.	مستول الطقس
Graduate	V		To successfully complete an academic degree, course of training, or high school.	يتخرج
Include	V	Contain	To comprise or contain as part of a whole.	تتضمن
International	Adj	Worldwide-global	Existing, occurring, or carried on between two or more nations.	دولي
Involve in	V phrase	Participate in	To take part in- to be connected or concerned with someone or something	اشترك فيها
Kind of	Adv	Type of- sort of	Expressing the relationship between a part and a whole.	نوع من
Manage	V	Rule-control- direct	To be in charge of (a company, establishment, or undertaking); administer; run. = (supervise)	تدير
National	Adj	Native- public	Relating to a nation; common to or characteristic of a whole nation. = (civil- fedral)	الوطني
Perform	V-N	Proceed- do	To carry out, accomplish, or fulfil (an action, task, or function.) (achieve- carry out)	يقود
Personality	N	Character	The combination of characteristics or qualities that form an individual's distinctive character. = (nature)	شخصية
Physic	N	The natural philosophy	The science concerned with the nature and properties of matter and energy. The subject matter of physics	علم الفيزياء
Practical	Adj	Active - applied	Of or concerned with the actual doing or use of something rather than with theory and ideas.	نصيحة
Presenter	N	Reporter- introducer	The person who presents a program, celebration, etc.	مقدم برنامج

Psychologist	N		An expert or specialist in psychology.	الطبيب النفسي
Psychology	N	Study of mind	The scientific study of the human mind and its functions, especially those affecting behavior in a given context.	علم النفس
Rapid	Adj	fast quick	Happening in a short time or at a fast pace.	سريعون
Risk	V-N	Endanger	A situation involving exposure to danger. To expose (someone or something valued) to danger, harm, or loss.	بهاظر-محاظرة
Tornado	N		a rapidly rotating column of air that is in contact with both the surface of the Earth and a cumulonimbus cloud.	أعصار حلزوني
Training	N	Instruction-teaching	The action of teaching a person or animal a particular skill or type of behavior.	تدريب
Value (V-N)			The regard that something is held to deserve; the importance, worth, or usefulness of something. A person's principles or standards of behavior; one's judgment of what is important in life.	القيمة- بقم
Weather	N	Climate	The state of the atmosphere at a place and time as regards heat, dryness, sunshine, wind, rain, etc..	طقس

WORD	P	SYNONYM	DEFINITION	MEANING
Attract	V	Appeal	To cause to come to a place or participate in a venture by offering something of interest, favorable conditions, or opportunities.	يجذب
Demand	V-N	Command-order	An insistent and peremptory request, made as if by right to ask authoritatively.	يتطلب
Digital	Adj		Relating to a figures or numbers.	رقمي
Diverse	V	Various	Showing a great deal of variety; very different.	متنوع
Dull	Adj	Stupid-boring	Lacking interest or excitement. A person slow to understand.	ساحب
Education	N	Teaching-learning	The process of receiving or giving systematic instruction, especially at a school or university.	تعليم
Employ	V	Hire	To give work to (someone) and pay them for it.	توظيف
Employee	N	Worker	A person who is employed for wages or salary, especially at nonexecutive level.	موظف
Employer	N	Boss-manager	A person or organization that employs people.	صاحب العمل
Employment	N	Labor	The condition of having paid work.	توظيف
Encourage	V=N	Motivate	To give support, confidence, or hope to (someone).	يشجع
Entrepreneur	N	Enterpriser	A person who runs a business taking on greater than normal financial risks in order to do so.	ريادي- مدير
Estimate	V	Determine	Roughly, calculate or judge the value, number, quantity, or extent of.	يحدد - تقدير
Focus	V-N	Center	To pay particular attention to. The center of interest or activity.	يركز
Fuel	V-N	Power-fire	To supply or power (an industrial plant, vehicle, or machine) with fuel.	وفود
Generation	N	Peer group	All of the people born and living at about the same time, regarded collectively.	جيل
Global	Adj	International	Relating to the whole world; worldwide.	دولي
Globe	N	The earth.	The earth.	الكرة الأرضية
Impact	N-V	Effect	The action of one object coming forcibly into contact with another. To come into forcible contact with another object.	أثر- انطباع
Leader	N	Head- chief	The person who leads or commands a group, organization, or country.	قائد
Leadership	N	Guidance	The action of leading a group of people or an organization.	قيادة
Manual	Adj	By hand	Of or done with the hands.	يدوي
Partly		Partially	To some extent; not completely.	جزئيا
Perceptual	Adj		Relating to the ability to interpret or become aware of something through the senses.	إدراكي حسي
Practical	Adj	Actual	Of or concerned with the actual doing or use of something rather than with theory and ideas.	عملي
Pursue	V	Follow	To follow (someone or something) in order to catch or attack them.	لاحق
Recession	N	Downturn	A period of temporary economic decline during which trade and industrial activity are reduced,	ركود اقتصادي
Recognize	V	Realize- admit	To identify (someone or something) from having encountered them before; know again.	يتعرف على
Sector	N	Part- branch	An area or portion that is distinct from others.	قطاع
Seminar	N	Forum-	A conference or other meeting for discussion or training. = (conference)	ندوة
Series	N	Sequence	A number of things, events, or people of a similar kind or related nature coming one after another.	سلسلة

Solve	✓	Answer	To find answers to, explanation for, or means of effectively dealing with a problem or mystery.	يحل
Unemployment			The state of being unemployed.	بطالة
Workforce	✓	Employees-workers	The people engaged in work, either in a country or area or in a particular company or industry.	العمالة

**Types of personalities**

Type of character	Meaning	Definition	SUITABLE JOBS
Realistic personality	الشخصية الواقعية	They are practical. They like to work with their hands and using machines or tools.	<i>Landscape Architect, News Photographer, Tractor-Trailer Truck Driver, Commercial Airline Pilot, Security Guard, Construction Worker, Machinist, Maintenance &amp; Repair Worker, Printing Technician, Power Plant Operator</i>
Artistic personality	الشخصية الفنية	They are creative and like to express themselves through art.	<i>Graphic Designer, Artist's Agent/Business Manager, Art Professor, Commercial Artist, Interior Designer, Freelance Writer, Animator.</i>
Enterprising personality	الشخصية القيادية	They are confident. Have the ability of leading others, and convince the others with their opinions.	<i>Advertising Sales Representative, Banker, Branch Manager, Buyer, Credit, Analyst, Customer Service Manager, Interpreter, Office Manager.</i>
Investigative personality	الشخصية الاستقصائية	They are very curious people about all the details, have the ability to analyze and reach the reasons of problems, and can solve problems, secrets, mysterious cases.	<i>Strategic Planner, Statistician, Data Analyst, Regional Planner, Medical Researcher, Economist, Industrial Engineer, Business Analyst.</i>
Social personality	الشخصية الاجتماعية	They are friendly, can build relations quickly, and enjoy working with others in groups.	<i>City Manager, Counsellor, Librarian, Medical Assistant, Physical, Therapist, Psychologist, Registered Nurse, Social Worker.</i>
Conventional personality	الشخصية التقليدية	They are very careful, follow the routines and the laws, and they pay attentions for the details.	<i>Accountant, Administrative Assistant, Budget Analyst, Business Manager, Credit Manager, Financial Analyst, Insurance Agent, Safety Inspector.</i>

**SUMMARY**

Looking for a job is very is very annoying idea for all the young people and teenagers. There are many points to think of to have a suitable chance and can compete within the environment.

First, we should identify our characters or personality, in order to be aware of our suitable sciences, which keep match with our abilities and our interests. There are different types of characters, which people have. There are suitable jobs for each type of personalities. Therefore, it is very urgent to understand and identify our personality, in order to choose the field of work, which would give you the psychological relief as well as, it would be a profitable career for your future.

Second, we should arm ourselves with some specific skills- having excellent knowledge of computer skills, high degree of language skills, especially English- having skills of managements and communication skills- the skills of running the interview and writing a suitable and imaginative CV.

All the jobs need English and computer skills. They are the main pillar for the modern technologies and the communication world, where we live and should adapt our skills with it. There are many courses, which would be very useful to study and they will help you too much during your searching for work and for your entire career. There are the communication skills course, management skills courses, and some languages skills courses too.

The skills of communication would support you so much through your interviews. Moreover, they would be helpful during your career. In addition to that, writing your CV in an attractive way and shows all your skills and abilities would be very useful as well.

Third, to be hard working and have some characteristics or features of each type of the different characters.

The continual working and training are very important. You should also be imaginative, cooperative, developing for yourself and your skills, etc. are the main aspects for the career success.

**SYNYNOMS****Employ-employer – employee- employment- unemployment**

The **unemployment** issue is a difficult file for the government. They want to increase the **employment** rate by motivating the **employers** (businessmen) to employ (provide jobs) to the more young people and. However, the **employers** do not want to hire more **employees** as they would cause great efforts on their companies' budgets.

**Vocabulary Exercises:**

**1) For each item, read the definition and the example. Then complete the word in the space provided. You are given the first letter(s) of the word. Make sure your spelling is correct.**

**1- (Adj) - Relating to the country and belonging for a society.**

e.g: - The nat \_ \_ \_ \_ \_ income has increased 12% according the last budget study.

**2- (V) - To run a business or a company.**

e.g: - He could man \_ \_ \_ the company very well and scored an increase in the profits.

**3- (Adv) - In a very fast way or moves in a high speed.**

e.g: - The growing rate of the company moves ra \_ \_ \_ \_ \_ through the last quarter of the year .

**4- (N) - A very expensive in price.**

e.g: - Diamond is known as it has a very high va \_ \_ \_ \_ \_ .

**5- (N) - A very precious, transparent, and hard stone.**

e.g: - The bridegroom has bought a ring of dia \_ \_ \_ \_ \_ for his bride in the wedding.

**6- (N) - The nature and the feature of someone.**

e.g: - His char \_ \_ \_ \_ \_ is very hard. You cannot work with him.

**7- (V) - to determine a specific number or decision**

e.g: - The government has est \_ \_ \_ \_ \_ the numbers and the specifications of applicants .

**8- (V) - To give useful idea or help for someone without any benefits.**

e.g: - My teacher ad \_ \_ \_ \_ \_ me to change my method of studying to achieve more progress.

**9- (N) - The person who studies and predicts the weather.**

e.g: - Maha has studied abroad to be a successful weather for \_ \_ \_ \_ \_ .

**10- (N) - The study of matter, nature, etc.**

e.g: - He studies the Ph \_ \_ \_ \_ \_ to work as a forecaster or in the space sciences.

**11- (N) - The conditions of rain, winds, temperatures, etc. for a short time and not more than a week.**

e.g: - The wea \_ \_ \_ \_ \_ was great yesterday. The sun was great and the winds were excellent.

**12- (N) - The owner of a business or a company.**

e.g: - The em \_ \_ \_ \_ \_ was very tough and fired all his employees.

**13- (V) - To hire someone or provide someone with a job.**

e.g: - The manager was very interested in my skills and emp \_ \_ \_ \_ \_ me in the PR department.

**14- (N) - The labour or the workers.**

e.g: - The work \_ \_ \_ \_ \_ in Oman demands more interest from the government and the businesspersons.

15- (Adj) - Bendable and easy to move all directions.

e.g: - Rubber and fibreglass are **flexible** materials.

16 - (Adj) - Trust himself or herself very much.

e.g: - He is so **confident**. He believes in himself very much.

17- (N) - A part of a whole.

e.g: - He is responsible for the safety **sector** in the company.

18- (Adj) - Relating to and depending on numbers.

e.g: - I prefer the **digital** watches to the analogical and traditional ones.

19- (V) - To top up a car or a machine with fuel liquid.

e.g: - He **refueled** his car with 10 RO last Monday.

20- (N) - The people born and living at about the same time.

e.g: - My granddad is from the same **generation** of the first world war. He participated in it.

21- (N) - A particular part or feature of something.

e.g: - There are many **aspects**, which you should convey before participate in the discussion.

22- (V) - To endanger someone or something or put him or her in a case of danger.

e.g: - He **risks** his life when he jumped from the mountain without assuring his parachute.

**2- Complete the text. For each item, shade in the bubble  under the correct option. (There are three extra words in the text).**

To have a job of a ....., you must have many..... The first and the main one is to have the enterprising ..... Moreover, you have to obtain excellent .....skills, so as to be good conductor with your employees. This Job is a very tiring job, but it is very profitable as well. So prepare yourself well before applying. Write a good CV to .....the committee.

employ	leadership	manager	works	skills	character	communication	convince
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2- Complete the text. For each item, shade in the bubble  under the correct option. (There are three extra words in the text).

There are many types of people characters. You can find the .....character, which is very practical and prefers to do everything with hands. The best job for this character is to be a..... Moreover, there is the investigative personality, which is always very .....about the details and the reasons. The best job for this character is to work in laboratories and for the police. I like the artistic character, which wants to express its feelings by .....or art. The most boring personality is the .....one. Which follows the routine in a boring way.

conventional	investigative	drawings	mechanic	curious	artistic	realistic	skill
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- 1-
- 2-
- 3-
- 4-
- 5-

3- In each sentence, complete the word in the space provided. You are given the first letter(s) of the word. Make sure the word is correct.

- 1- The Omani national inc \_\_\_ has increased 30% last annual budget.
- 2- He managed to pay back all his de \_\_\_.
- 3- The new pres \_\_\_\_\_ has introduced his first life news report so successfully.
- 4- The flex \_\_\_\_\_ of the rubber has made it the best material to make the tyres.
- 5- The gl \_\_\_\_\_ warming is uprising problem.
- 6- He is fo \_\_\_ of cars. He owns many cars.
- 7- The government has prepared some new laws to decrease the unemp \_\_\_\_\_ rate.
- 8- He was gra \_\_\_\_\_ from the faculty of engineering with A rate.
- 9- He should fi \_\_\_ in the application form.
- 10- We fi \_\_\_\_\_ up the car with excellent fuel.
- 11- All the machines are dig \_\_\_\_\_ controlled in this new factory.
- 12- The government should support the ind \_\_\_\_\_ sector.
- 13- The education se \_\_\_\_\_ has progressed so much in the last decade.
- 14- We had attended a medical sem \_\_\_\_\_, before we visited the tourist places.
- 15- The lea \_\_\_\_\_ is a very large field of science nowadays.



16- The **wor** \_\_\_\_\_ in Oman has changed to be at the side of the native Omani people.

17- There are a **series** of procedures to finish this complicated issue.

18- He is so **pra** \_\_\_\_\_ person. He runs his business with his own hand.

19- The government has **est** \_\_\_\_\_ the percentage of the **unemp** \_\_\_\_\_ with 10%.

20- The **employers** should follow the work laws with their **empl** \_\_\_\_\_ .

21- The computer sciences are **attr** \_\_\_\_\_ many of the new **gra** \_\_\_\_\_ students last year.

22- The criminal is **inv** \_\_\_\_\_ **in** more than one case.

23- He is so **conf** \_\_\_\_\_ of himself. That is because he knows all the information we need.

24- There are many negative **im** \_\_\_\_\_ of smoking and addicting drugs.

25- Old people do not prefer the automatic cars, as they prefer the **man** \_\_\_\_\_ cars.

26- The new job **dem** \_\_\_\_\_ many qualifications.

27- He advised me to have more **tra** \_\_\_\_\_ courses.

28- Physic is a difficult to study, but it is very **att** \_\_\_\_\_ later.

29- He has a great **va** \_\_\_\_\_ for his village. He helps all the poor.

30- Muslims **bel** \_\_\_\_\_ that there is no god but Allah and Mohamed is the apostle of Allah.

31- The **man** \_\_\_\_\_ has a **gui** \_\_\_\_\_ for the next year goals.

32- His grandfather has **enco** \_\_\_\_\_ him to study abroad.

33- He is so **du** \_\_\_\_\_. He must be ill.

34- He has participated in the crime **pa** \_\_\_\_\_ .