Englisch-Test: WORK

1st assessment – topic work & your work experience · skills you have & the 4 Cs · work idioms · writing · gap-fill

1 Jobs & skills vocabulary

Word / phrase	Meaning	Example
good with your hands	skilful at practical, manual tasks	A carpenter has to be good with his hands.
to follow up (on)	stay in contact after the first contact	I followed up on the client's e-mail the next day.
empathetic	able to understand other people's feelings	A therapist must be very empathetic.
an aptitude for numbers	a talent for maths / numbers	Accountants need an aptitude for numbers.
get the most out of sb	make people achieve their best	A good manager gets the most out of the team.
keep a cool head	stay calm under pressure	Firefighters keep a cool head in emergencies.
public speaking skills	presenting well to an audience	Sales reps need good public speaking skills.
sketching skills	drawing skills	Architects need good sketching skills.
interpersonal skills	skills for dealing with people	Waiters need excellent interpersonal skills.
responsibilities	the tasks you have to do	My responsibilities included building automations.
qualifications / a degree / a diploma	certificates from school or university	You don't need a degree for an internship.

Describing jobs – opposites

Positive / negative	Opposite
It's very tedious.	It's exciting and interesting.
It's well-paid.	It's badly-paid.
You work long hours.	You can go home early.
It's very tough.	It's a piece of cake.
It can get really hectic.	There's hardly anything to do.
You are always in the company of other people.	You feel very isolated.
There are lots of occupational hazards.	It's very safe.
You need to be highly qualified.	You don't need a degree or diploma.

More words: **idleness** (doing nothing) · **privation** (lacking basic needs) · **blue-collar** (manual work) · **white-collar** (office work) · **grassroots** (ordinary people) · **stark** (complete, extreme) · **capitalism** · **intertwined** (closely connected) · **burnout** (exhaustion from overwork) · **monotonous** · **challenging** · **rewarding** · **drawback** (disadvantage) · **colleague** · **supervisor / tutor** · **internship / work placement**

2 Work idioms

Idiom	Meaning	Example
do the dirty work	do the unpleasant jobs	The intern always has to do the dirty work.
be out of work	be unemployed	He has been out of work since March.
get down to business	start working seriously	Enough chatting – let's get down to business.
have your work cut out	have something very difficult to do	With the deadline tomorrow, we have our work cut out.
a dead-end job	a job with no chance of promotion	She quit her dead-end job to study.
get the sack / be sacked	be dismissed from your job	If you're always late, you might get the sack.
learn the ropes	learn how to do a job	It took me a few days to learn the ropes.
keep a cool head	stay calm	Try to keep a cool head when things go wrong.

Idiom	Meaning	Example
a piece of cake	very easy	Writing e-mails was a piece of cake.

Tip: In the test, try to use 2–3 idioms naturally in your writing – but only where they fit.

3 The 4 Cs (21st-century skills)

Hinweis: „4 Cs“ meint im Englischunterricht meist diese vier Kompetenzen – kurz mit der Lehrperson abklären, falls unsicher.

Skill	What it means	My example (internship at Web & Grow)
Communication	expressing ideas clearly, listening, asking questions	I always asked my tutor when something was unclear and explained my progress to him.
Collaboration	working together in a team	I worked with the team on client projects; all the steps were well coordinated.
Critical thinking	analysing problems and finding solutions	At first I had to understand how the company carries out projects and find logical solutions for automations.
Creativity	having new ideas, finding new ways	I used AI tools and found new ways to automate tasks.

Useful phrases: *One of my strengths is … · I’m good at … · I’m able to … · I showed … when I … · This skill helped me to … · I still need to improve my …*

4 Writing: my work experience

Structure (approx. 150–250 words): 1. Introduction – where, when, what kind of company · 2. Tasks / responsibilities · 3. What it was like (positive + drawbacks) · 4. Skills I used / learned (4 Cs) · 5. Conclusion – what I learned, future plans

Model text

My internship at Web & Grow
From 8 to 21 September I did a two-week internship at Web & Grow GmbH, a web agency in Bolzano. I had already worked there during the summer, so I knew the team and the company, which made my decision very easy.

During my internship I worked on different client projects, mainly on automations. I also helped with websites and worked with AI tools. At the beginning, I really had my work cut out for me: it was difficult to understand how a company actually carries out real projects, and the tools were new to me. However, my tutor, Maximilian Ceolan, always took time to explain my tasks, so I learned the ropes quickly and could work more and more independently.

The working atmosphere was excellent. The workflows were clearly structured and the team was very friendly from day one. I could use some knowledge from school, especially from the subject Systems and Networks, for example about servers and websites. The only drawback was that two weeks is quite short – with a third week I could have learned much more.

During the internship I improved all of the 4 Cs: communication, because I asked questions and explained my work; collaboration, because I worked in a team; critical thinking, because I had to solve problems; and creativity, because I found new ways to automate tasks. All in all, my expectations were met, and I can imagine working in this field in the future.

Linking words: *First of all · At the beginning · However · Although · In addition · Moreover · Because of this · Therefore · On the one hand … on the other hand · All in all · To sum up*

5 Gap-fill practice

Fill in: ropes · cut out · sack · cool head · dead-end · piece of cake · out of work · following up · aptitude · hectic · empathetic · burnout

1. After two weeks I finally learned the _____ at my new job.
2. The project is due tomorrow, so we really have our work _____.
3. He was _____ for six months before he found a new job.
4. If you keep coming late, you will get the _____.
5. She felt stuck in a _____ job with no chance of promotion.
6. Writing the report was a _____ – it took only ten minutes.
7. A nurse has to keep a _____ in emergencies.
8. Sales representatives are good at _____ on prospective customers.
9. Accountants need an _____ for numbers.
10. Our office can get really _____ before Christmas.
11. A good therapist is very _____ and a good listener.
12. After working 70 hours a week for months, he suffered from _____.

Answers: 1 ropes · 2 cut out · 3 out of work · 4 sack · 5 dead-end · 6 piece of cake · 7 cool head · 8 following up · 9 aptitude · 10 hectic · 11 empathetic · 12 burnout