

accountant	blacksmith	bricklayer	car mechanic	chimney sweeper
copywriter	economist	editor	glazier	headmaster
insurance agent	lawyer	locksmith	lumberjack	manager
receptionist	stockbroker	turner	upholsterer	welder

WHITE - COLLAR
WORKERS

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BLUE - COLLAR
WORKERS

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ĆWICZENIE 10 Pogrupuj przymiotniki według znaczenia.

accurate careless competent competitive conscientious diligent
disciplined disorderly disorganized dutiful efficient idle incapable
industrious insubordinate lazy negligent resourceful sloppy unskilful



GOOD WORKER

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BAD WORKER

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ĆWICZENIE 11 Ponumeruj zdania według kolejności rozwoju kariery zawodowej.

I was promoted.

I was invited for an interview.

I found a job advertisement.

I was looking for a job.

I worked hard.

I was shortlisted.

I was employed.

I applied for the job.

I retired.

I was trained.

Curriculum Vitae (CV) - Życiorys

ĆWICZENIE 24 Uzupełnij życiorys brakującymi słowami.

diploma executive experience interests
proficiency qualifications references status

Name and address:

Anna Hutchinson
11 Princes Street
Fulham 5ST 7BD
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Date of birth:

22 July 1969

Marital (1):

Married

Education:

1996-1999 Bristol University
..... (2) in Accounting

1993-1996 City College of Fulham
BA in Economics

Professional (3):

2001-2004 Assistant to Chief Accountant -
Procter&Gamble, London

1999-2001 Sales (4),
MedLab Pharmaceuticals Ltd., Fulham

Skills and (5):

Profound knowledge of company accounting and auditing. (6) in general office work. Good organization, inventiveness and excellent interpersonal communication. Fluent in Spanish. Office 2000 (Excel, Word), Powerpoint.

..... (7):

International politics, travel, photography.

..... (8):

Mrs Julianne Halley, Chief Accountant, Procter&Gamble, 23 Victoria Lane, London Db6 8TC