

Vocabulário do trabalho e das profissões: 32 palavras com do, make e apply FOR

Ficha 4 de 4 · do o make, segunda tanda, y el inglés del CV y la carta

LA REGLA

No inglês do trabalho não se falha nas palavras soltas, mas naquilo que vai com elas: diz-se make a mistake mas do overtime, candidatamo-nos a um lugar com apply FOR, demitimo-nos com resign FROM, e do ordenado diz-se I earn. Aprende a palavra dentro da frase, não numa coluna.

¡Ojo! — el fallo típico. Duas armadilhas do português. Assistir a uma reunião é to attend, e to assist é ajudar: quem escreve I assisted the meeting está a dizer que ajudou a reunião. E «pretendo candidatar-me» diz-se I'm planning to apply, porque to pretend é fingir.

1

In Britain you can also a car for the weekend and give it back on Monday.
☐ hire ☐ fire ☐ employ ☐ apply

2

The builders are paid a weekly in cash.
☐ wage ☐ salary ☐ career ☐ shift

3

I'm: I have four clients and I pay my own taxes.

4

Could you the customers at the counter while I finish this?
☐ serve ☐ attend ☐ assist to ☐ attend at

5 **Mais seis colocações. Vão com do ou com make?**

an appointment · an effort · business · progress · research · your best

do	make
.....	
.....	
.....	
.....	

6 **Há um falso amigo. Escreve a frase bem.**

I finished my career in engineering last June.

7 **Os dois verbos estão errados. Escreve a frase bem.**

I did a mistake in the invoice and the client did a complaint.

8

Which line would you write at the top of a covering letter?

- ☐ I am writing to apply for the post of trainee engineer.
- ☐ I am writing to apply the post of trainee engineer.
- ☐ I am writing for apply to the post of trainee engineer.
- ☐ I am writing to apply at the post of trainee engineer.

9

Please find my attached, with my qualifications and my last three jobs.

10

The advert asks for good communication and two years' experience.

11

It takes me fifty minutes to to the office every morning.

12

The company took on twelve last summer, all straight from university.
☐ trainees ☐ trainee ☐ trainers ☐ training

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Soluciones · ficha 4 de 4

Recorta o dobra esta página antes de dar la ficha.

- 1 In Britain you can also hire a car for the weekend and give it back on Monday.
- 2 The builders are paid a weekly wage in cash.
- 3 I'm self-employed: I have four clients and I pay my own taxes.
- 4 Could you serve the customers at the counter while I finish this?
- 5 do: business, your best, research · make: an appointment, progress, an effort
- 6 I finished my career in engineering last June. → I finished my degree in engineering last June.
- 7 I did a mistake in the invoice and the client did a complaint.
→ I made a mistake in the invoice and the client made a complaint.
- 8 Which line would you write at the top of a covering letter?
→ I am writing to apply for the post of trainee engineer.
- 9 Please find my CV attached, with my qualifications and my last three jobs.
- 10 The advert asks for good communication skills and two years' experience.
- 11 It takes me fifty minutes to commute to the office every morning.
- 12 The company took on twelve trainees last summer, all straight from university.