

CONTENTS

ВВЕДЕНИЕ	4
UNIT 1. WHAT IS A CAREER?	10
UNIT 2. JOBS	24
UNIT 3. WORK: DUTIES, CONDITIONS AND PAY	45
UNIT 4. THE CAREER LADDER	59
UNIT 5. A JOB INTERVIEW AND A CV	73
UNIT 6. YOUR CAREER IS IN DANGER	95
UNIT 7. A WORK-LIFE BALANCE	111
SOURCES	135

