

I. FIRST IMPRESSIONS Job Applications, Meetings and Interviews

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If something below is in CAPITALS, it means that there's a link to a Glossary entry where you'll find a fuller discussion

I **GROWING UP**

1. GROW (UP) Past simple, a C noun (n) in singular - article but... In ^ ABC Prefecture
2. Located 50 km s of here, near the sea
3. COME / GO and BRING / TAKE
4. Salaryman, WORK, BUSINESS, to go to school
5. A or AN
6. MOST and MOST OF, Verb (v) + prep + ING, EXPERIENCE
7. Think of your reader
8. Go to Australia but go ^ abroad
9. A 17 year^ old girl. Relations
10. To go back to Tokyo / ^ home

2 **UNIVERSITY**

1. INTEREST, INTERESTED IN and INTERESTING , graduate v and n, exception to basic rule that C n takes determiner, usually article
2. Variety ECONOMY, ECONOMICS and ECONOMICAL
LAW
3. law / legal DO and MAKE
4. C n in singular takes determiner. Referring to person by reference to job – indefinite article
5. OPTIONAL / OPTIONS
6. substantial / substantive
7. Private / public int law, Prof / lecturer, involve(d), university student
8. In my last year, twice an hour
9. The exams start ...REVIEW and REVISE
10. Degrees, expressing possession APOSTROPHE

3 AFTER UNIVERSITY

1. To major / young judges
2. A year or one year? Lifetime / rest of my life
3. Think about + ING or n. University friend
4. To want + infinitive or n, To try to do something
5. To introduce – active and passive. Tell ...
6. Exams
7. Pass rate
8. Taking it 3 times / passing at the 3rd attempt
9. Have to / must. Compare in positive and negative
10. Tell us a bit about ...

4 PROFESSIONAL TRAINING, THE FIRST JOB

1. TERM, CONDITIONS
2. Litigation and training - both U, country / countryside
3. EXPERIENCE, practical training
4. Luckily; look for, seek and find and work / job
5. PRACTISING LAW , DO and MAKE , to pick (up) and famous / well-known
6. ATTEND TO, job interviews
7. Joining a firm, QUALIFY and QUALIFIED
8. To rotate / rotation; JOINT VENTURE and being in a department
9. A big shock, using English in business
10. The type of work you do, to involve / be involved

5 TALKING ABOUT YOUR CAREER

1. Qualified (again) and there is / are (Japanese word order)
2. ADJECTIVES
3. Shares in / of or owned by? Word order
4. Training – U. ACRONYMS and ABBREVIATIONS, EUPHEMISM
5. WORK seconded
6. An open plan office INTEREST, INTERESTED IN and INTERESTING
7. Leave – U RECOMMEND and SUGGEST
8. Japanese, ONLY and to admit / to be admitted
9. CLIENTS – acting for, advising, being instructed by and representing WORK
10. ARE YOU BUSY? COME / GO and BRING / TAKE ADVERBS and ADVERBIAL PHRASES – WHERE THEY GO

6 MY FIRM

An Italian lawyer meets an English lawyer at a conference

She tells him about her career - it started at a large firm in Milan

She wanted to work for herself and she did so before she set up a firm

She talks about the firm and the work it does, the firm's clients and large companies' law firms

She finishes by talking about the changes in the profession - clients want more – and the challenges the profession faces