

MATCH THE PHRASES TO THEIR DEFINITIONS

work nine-to-five

answering phone enquiries

organising

work long hours

I'm responsible for

dealing with problems

advise clients

write updates and reports

an outdoor job

a physical job

work for myself

work flexible hours

an office job

work regular hours

choose the times that you work

solving problems

answering people's
questions on the phone

arranging

not work for a company

I manage

a job that involves working outside

a job that requires manual work

work a lot of hours every day

help customers with their questions

write new information

a job that you do at
a desk in an office