70 Describing jobs

A Basic information

Where does he work?

He **works in an office**[1] / **a factory**[2] / **a hospital**[3].

What does she do?

She's a **manager**.
She works **as** a secretary.

She **manages** a company.
She's **in advertising / in the army.**

Who does he work for?

He **works for**
- a car **company.** (e.g. Toyota, Mercedes)
- an **airline.** (e.g. Cathay Pacific, KLM)

What hours does she work?

She works
- **from** nine **to** five.
- **long** hours.
- 12 hours **a day.**

How much does he earn?

He **earns** a lot. His **salary** is $100,000 **a year.**

GLOSSARY

manager	a person who controls an organization, e.g. a company or shop **manage** *v*
advertising	the business of telling people about things to buy
army	a large group of soldiers who fight on land
earn	get money for the work that you do
salary	money you get every month/year for the work that you do

1 Complete the sentences with words and phrases from the box.

an office | an American airline | a factory | she work ✓ | hours a day | work for | long hours | earn much | a year | ten to six | advertising | does he earn

▶ Where does she work ?
1 She works ..... .
2 I work in ..... .
3 He works in ..... .
4 Who do you ..... ?
5 How much ..... ?
6 I work eight ..... .
7 She works for ..... .
8 She doesn't ..... .
9 He earns €50,000 ..... .
10 I work from ..... .

2 Complete the sentences.

▶ Who does he work for ?
1 She's a doctor in the local ..... . Her husband works ..... a factory.
2 I work for a computer ....., and my ..... is now €60,000 ..... year.
3 He doesn't work ..... hours: he only works ..... 9.00 ..... 3.00.
4 She's a nurse, so she doesn't ..... much money.
5 My brother is a soldier ..... the ..... .
6 Who do you work ..... ? ~ I'm a pilot. I work for a Spanish ..... called Air Europa.
7 TV gets a lot of money from ..... .
8 He ..... a large company in France. He has worked there for 15 years and he has been the ..... for the last five.

3 ABOUT YOU **If you have a job, write your answers. If not, ask someone with a job, or write about somebody in your family.**

1 What do you do? .....
2 Who do you work for? .....
3 Where do you work? .....
4 What hours do you work? .....
5 Do you think people in your job earn a lot of money? .....

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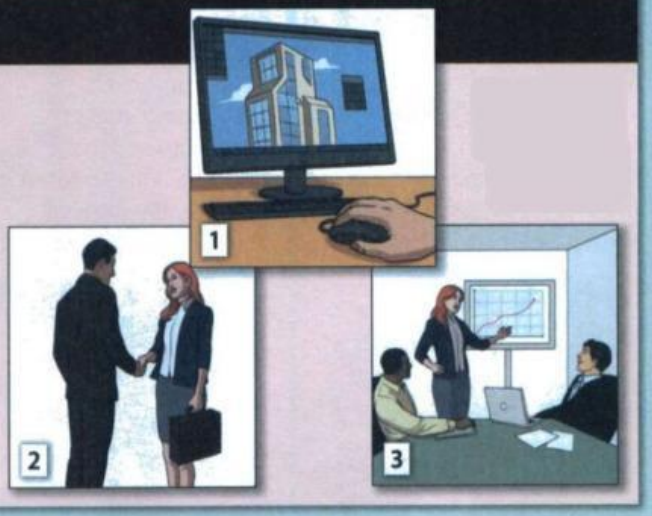
B What does it involve?

Daniela Alessi, architect

My job **involves** many things:

- I **design buildings**[1], mostly big **projects**.
- I **meet**[2] **clients** and **discuss** problems with them.
- I **organize meetings**[3] with **colleagues**.
- I **send** hundreds of emails.
- I write **reports**.
- I **spend a lot of time** talking to people.



GLOSSARY

involve	have sth as a part: *The job **involves** using a computer.*
project	a big plan to do sth, e.g. *a **project** to build a new airport*
client	a person who pays an architect, lawyer, etc. for their work
discuss	talk about sth seriously (NOT ~~*discuss about*~~)
organize	If you **organize** a meeting, you find a time and a place when everybody can go to it.
colleague	a person who works with you
send	You write a letter or email, then you **send** it to sb.
report	a piece of writing that gives information about your work
spend time doing sth	do sth for a period of time

SPOTLIGHT *meet* and *meeting*

Meet has different meanings:

1 see and speak to somebody for the first time: *I haven't **met** my boss's wife.*

2 come together, usually because you planned it: (*see picture 2*)

A **meeting** is a time when people come together, usually to talk about something (*see picture 3*).

4 Match 1–5 with a–f.

▶ spend time	c	a	problems
1 meet	.....	b	emails
2 organize	.....	c	making phone calls ✓
3 send	.....	d	bridges
4 discuss	.....	e	clients
5 design	.....	f	meetings

5 Correct the mistakes in the sentences.

▶ I have ~~sended~~ the letters. sent

1 We discussed about our problems. .....

2 I have a meet this afternoon. .....

3 She spends a lot of time travel. .....

4 Could you organizate the meeting? .....

5 My job involves to use a computer. .....

6 I knew her for the first time last week. .....

6 Complete the text.

I work for Daniela's company as her secretary. I often ▶ meet many of her **(1)** ..... when they come to her office to **(2)** ..... work. At the moment, we have a big **(3)** ..... : Daniela is **(4)** ..... a new department store for the town centre.
My job **(5)** ..... doing other things as well: I **(6)** ..... meetings with different people about the project; I receive and **(7)** ..... lots of emails, and sometimes I write **(8)** ..... about the project for Daniela. Fortunately, I am not alone. I have two other **(9)** ..... in the office with me. We work hard but we also **(10)** ..... time talking to each other.

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