

70 Describing jobs

A Basic information

Where does he work?

He works in an office¹ / a factory² / a hospital³.

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? _____



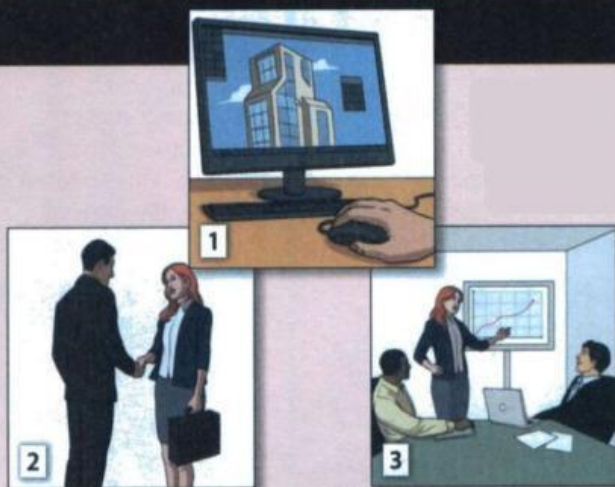
TEST YOURSELF

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: <i>The job involves using a computer.</i>
project	a big plan to do sth, e.g. <i>a project to build a new airport</i>
client	a person who pays an architect, lawyer, etc. for their work
discuss	talk about sth seriously (NOT <i>discuss-about</i>)
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. <u>sent</u> | 4 Could you organize the meeting? |
| 1 We discussed about our problems. | 5 My job involves to use a computer. |
| 2 I have a meet this afternoon. | 6 I knew her for the first time last week. |
| 3 She spends a lot of time travel. | |

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.



TEST YOURSELF