Discuss the following questions with your partner:

1. Say 3 adjectives about yourself
2. Where are you living now?
3. When is your birthday?
4. My dream holiday/vacation is _____
5. What famous person would you like to meet? Why?
6. One goal I'd like to accomplish this year is _____
7. What are some activities you like/dislike doing?
8. What are some good & bad habits that you have?
9. What things are you interested in?
10. What makes you very happy?
11. What makes you mad/angry?
12. What would your friends say about you?
13. A memorable event in your past
14. Something you'd really want to do
15. Something you plan to do soon
16. Name three facts that we should know about you.

17. Ask your partner three extra questions (not from this list).



LIVEWORKSHEETS

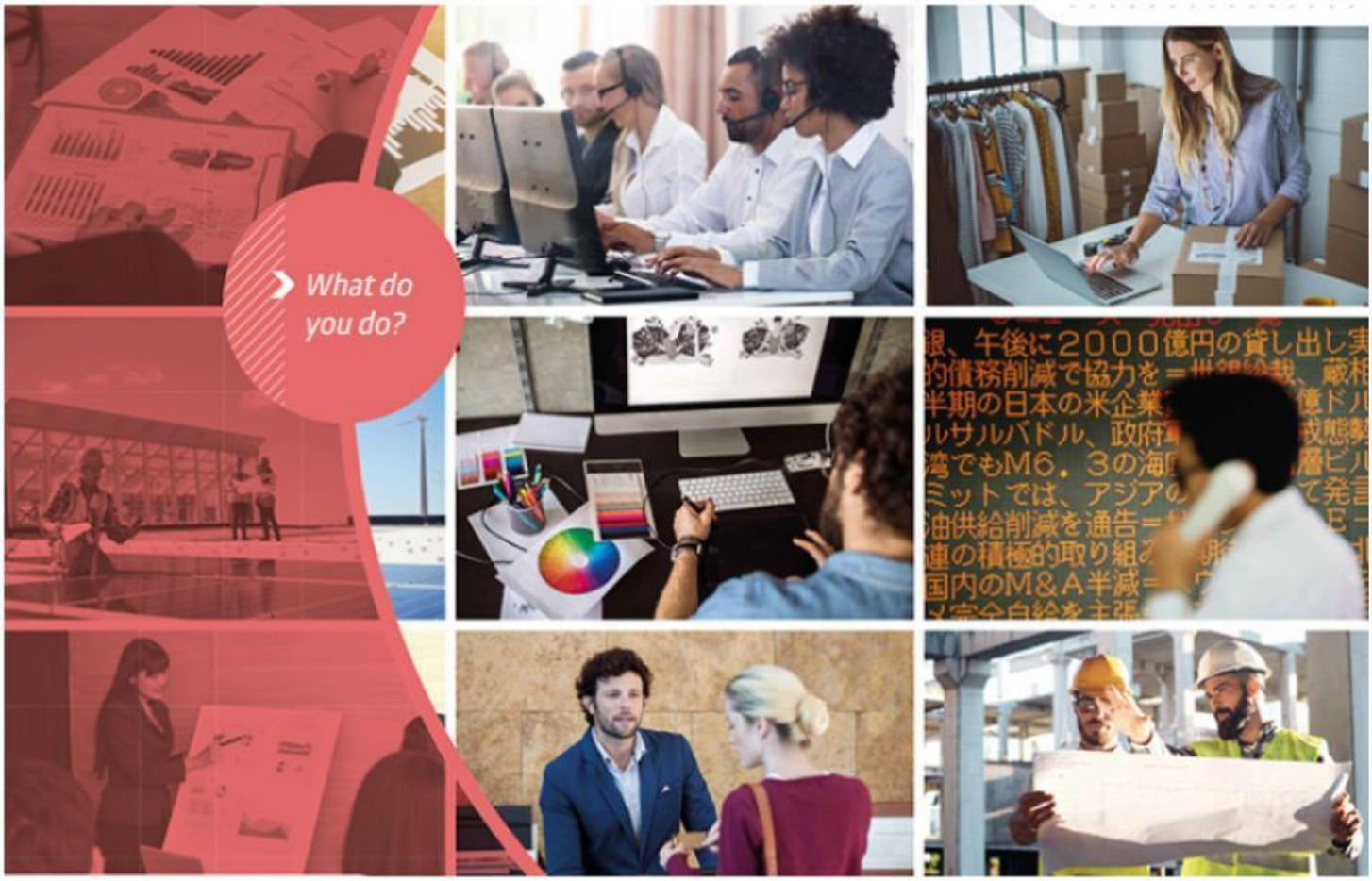
1. **My actual goals are** (it needs to be more specific than “I want to improve my English”!) …

2. **My priorities are** …



LIVEWORKSHEETS

Daily tasks



Lead-in **1A** **Match the photos (A–D) with the correct jobs (1–8).**









1 Production Engineer
2 Sales Manager
3 Sales Assistant
4 Digital Designer
5 Admin Assistant
6 Finance Officer
7 Project Manager
8 IT Specialist

B **Which of the jobs in Exercise 1A do people do where you work?**

2A **Read about two jobs. Choose a job from Exercise 1A to complete the descriptions.**

A I'm a(n) _____ . I'm responsible for a team of five people. They often have meetings with customers. They sometimes work in the office and **call customers** on the phone. At the end of the week, they **do research** to find new clients. I sometimes **go to meetings** with important customers, so I often **travel for work**. I **analyse** sales **data**, and I often **write reports**. I also **do research** to find new clients. At the end of the day, I usually **make calls** to the other managers and to my boss, who works in a different location. My office hours are 9 a.m. to 5.30 p.m. but I'm so busy I never **finish work** before 5.30 p.m.

B Elena is a(n) _____ . She usually **starts work** at 7 o'clock and she always has a lot of work to do. She **answers the phone** and **makes calls** or **writes emails**. She works with the sales team and often **processes orders** for them. She sometimes **goes to meetings** and takes notes. She rarely **travels for work**.

LIVEWORKSHEETS

B Complete the expressions with words from Exercise 2A.

1 ___go to___ meetings
2 _____ customers
3 process _____
4 do _____
5 _____ calls
6 _____ for work
7 _____ (sales) data
8 write _____ /emails
9 answer _____
10 _____/_____ work

A What do you do?

To find out what someone's job is, you ask **'What do you do?'**

Kerstin talks about her job:

'I **work for** a large European car maker. I **work on** car design. In fact, I **run** the design department and I **manage** a team of designers: 20 people **work under** me. It's very interesting. One of my main **responsibilities** is to make sure that new model designs are finished on time. I'm also **in charge of** design budgets.

'I **deal with** a lot of different people in the company. I'm **responsible for** coordination between design and production: I **work with** managers at our manufacturing plants.'

Note

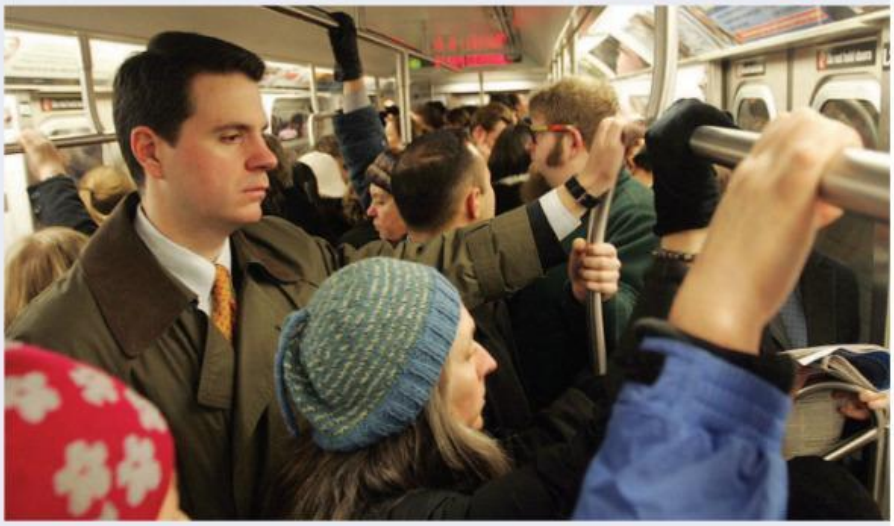
in charge of + *noun*
responsible for + *verb* + -ing
responsibility + *infinitive* / -ing
One of my responsibilities is to make sure that …
One of my responsibilities is making sure that …
You don't say: '~~I'm a responsible~~.'

B Word combinations with 'work'

If you **work** or **have work**, you have a job. But you don't say that someone has '~~a work~~'. **Work** is also the place where you do your job. You don't say for example, '~~at the work~~' or '~~to the work~~'.

Here are some phrases with 'work'.

The economy is growing fast and more people are **in work** – have a job – than ever before. The percentage of people **out of work** – without a job – has fallen to its lowest level for 30 years.



Frank talks about his job:

'I work in a bank in New York City. I leave **for work** at 7.30 every morning. I **go to work** by train and subway. I **get to / arrive at** work at about 9. I'm usually **at work** till 6. Luckily, I don't get ill very much so I don't often take **time off work** – away from work due to illness.'

LIVEWORKSHEETS

1.2 Complete each gap in the text with one of the prepositions from B opposite.

Rebecca lives in London and works in public relations. She leaves home for work at 7.30 am. She drives **(1)** _____ work. The traffic is often bad and she worries about getting **(2)** _____ work late, but she usually arrives **(3)** _____ work at around 9. She finishes work quite late, at about 8. 'Luckily, I'm never ill,' she says. 'I could never take time **(4)** _____ work.'

She loves what she does and is glad to be **(5)** _____ work. Some of her friends are not so lucky: they are **(6)** _____ of work.

C Types of job and types of work

A **full-time job** is one for the whole of the normal working week; a **part-time job** is for less time than that. You say that someone **works full-time** or **part-time**.

A **permanent job** does not finish after a fixed period; a **temporary job** finishes after a fixed period.

You talk about **temporary work** and **permanent work**.

1.3 What is being advertised in each of these job advertisements (1–6)? Use an expression from C opposite, including the words in brackets. The first one has been done for you.

1 Librarian required for public library, afternoons 2 till 6. (job) Apply now — a part-time job

2 Personal assistant needed for busy office, 9 am to 5.30 pm. (work) Apply now

3 Experienced barman wanted, 8 pm until midnight. (work) Apply now

4 Teacher needed for summer course, 1 to 31 August. (job) Apply now

5 Salesman required for showroom – good prospects for right person. (work) Apply now

6 Lawyer wanted for law firm – long hours, 4 weeks holiday per year. (job) Apply now

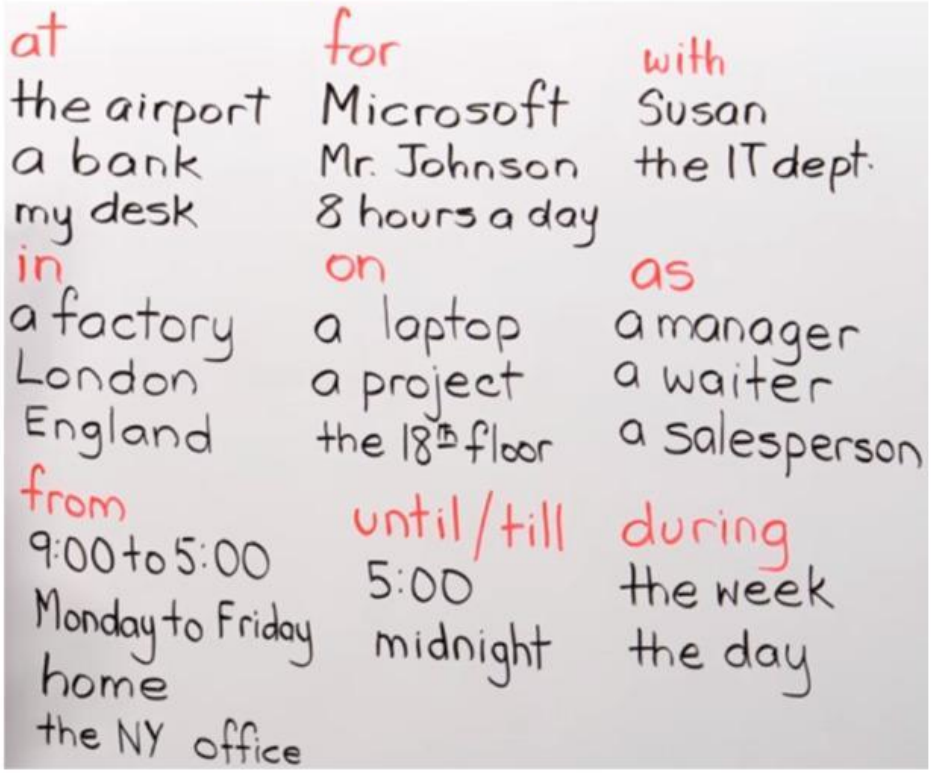
Over to you

If you work, answer these questions.

- What do you do? What are you in charge of? What are your responsibilities?
- What time do you leave for work? How long does it take you to get to work? What time do you arrive at work? Do you take a lot of time off work?
- Why do some people prefer to work part-time or to have temporary jobs?

LIVEWORKSHEETS

Prepositions with WORK



Here are the example sentences with WORK:

We use WORK AT followed by a place or a task:

Jack works at a bank downtown.
The boss was working at his desk all day.
I had a problem with my computer and I was working at it for a few hours until it was solved.

We use WORK FOR followed by a company, a cause or a person:

Jack works for NYC Finance downtown.
Jenny has been working for animal rights all her life.
Teddy used to work for Jack Welch.

We use WORK IN followed by a field or industry:

Jack works in finance.
I've been working in international education for more than 20 years.

We use WORK ON followed by a task:

Jack works on finance reports for the bank.
I was working on my lessons all morning.

We use WORK WITH followed by a body part, a tool, or a person:

Jack works with a computer and a financial calculator.
I worked with Greg and Nobi in my previous job.
Freddy is a plumber, so he works with his hands.

LIVEWORKSHEETS

HW 1) Complete the following sentences about yourself:

1. I'm a ...
2. I work as a ...
3. I work for ...
4. I work in ...
5. Currently I'm working on ...
6. I usually work from ...
7. I have to work with ... but I don't like working with ...
8. I'm responsible for ...
9. I'm in charge of OR My Team lead is in charge of ...
10. My main role is to ...
11. I deal with ...
12. I leave for ...
13. I arrive ...
14. I ... at work.
15. If I were out of work, I'd ('d=would) ...

2) Fill in the gaps with the correct preposition:

1. I work _____ a restaurant.
2. Tina works _____ 10 hours every day.
3. He works _____ a lawyer.
4. We didn't work alone. We worked _____ the IT department to complete the project.
5. Do you work _____ Amazon?
6. We work _____ Monday _____ Thursday.
7. I work _____ 6:00 pm. Then, I go home and relax.
8. Ms. Jones works _____ the 16th floor. Her office is opposite the elevator.
9. Since 2020, I have worked _____ home.
10. They're students, so they only work _____ the summer.
11. James arrived __ Chicago ___ 7:00pm.
12. We arrived home _____ yesterday.
13. Paul is directly responsible _____ the efficient running of the office.
14. They employed him because of his reputed skill in dealing _____ the media.
15. I work _____ Michael, who is head of the department.

LIVEWORKSHEETS