

Explaining your job

When you introduce yourself, it is common to say something about your job and where you work. Look at the following phrases. Match each phrase with a question a–d.

- 1 I'm a ... (graphics designer)
- 2 I work as a ... (consultant)
- 3 I work for ... (a media company)
- 4 We provide ... (web design services)
- 5 I'm responsible for ... (project management / managing projects)
- 6 My main role is to ... (meet with clients, sell our services)

- a What kind of company do you work for?
- b What does your company do?
- c What do you do in your job?
- d What's your job?

Listening 2

1 Listen to four people explaining their job and job activities. Match the jobs, companies and main activities with the person.

Person	Job	Company	Main activity
Olaf	Lawyer	Paper manufacturer	manages IT systems
Rania	Accountant	Finance house	meets clients
Da The	Project Manager	Mobile phone company	deals with payments
Jaana	Systems Developer	Travel company	checks contracts

2 Listen again. What other activities does each person do?

3 Which of the above phrases does each person use? Tick the phrases you heard. Then listen again and check.

Speaking

1 Imagine you are Olaf, Rania, Da The or Jaana. Introduce yourself to your partner. Explain your job, company and job activities.

2 Work with a partner. You should each choose a different company and job for yourself. Practise asking and answering questions a–d above.

Culture at work

Greeting people

How do you greet a new contact or colleague in your country? In business, do you usually shake hands? When? Is it OK to use first names with someone you don't know? These things may be different in other cultures. Can you give any examples from your own experience?