

# I can describe a job

## A Basic information

Where does he work?

He works in ... an office



a factory



a hospital



Who does she work for?

She works for

a car **company**, e.g. Toyota  
an **airline**, e.g. Cathay Pacific

What hours does he work?

He's got

a **full-time** job, e.g. 40 hours **a week**  
a **part-time** job, e.g. 15 hours a week

He works

**long hours**, e.g. 12 hours **a day**  
**from nine to five**

How much does she earn?

She **earns** a lot. Her **salary** is \$80,000 **a year**.

He **doesn't earn** very much. He gets **low wages**.

## Glossary

**earn** receive money for the work that you do

**salary** money you receive every month for the work that you do

**wages** money you receive every week for the work that you do

**low** If you earn **low wages**, you earn less than is normal.

OPP **high**

### 1 Complete the sentences with words and phrases in the box.

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

► He works long hours .

6 Where does \_\_\_\_\_ ?

1 She works ten \_\_\_\_\_ .

7 She works for \_\_\_\_\_ .

2 I work in \_\_\_\_\_ .

8 She doesn't \_\_\_\_\_ .

3 He works in an \_\_\_\_\_ .

9 It's a full-time \_\_\_\_\_ .

4 Who do you \_\_\_\_\_ ?

10 I work from \_\_\_\_\_ .

5 How much \_\_\_\_\_ ?

### 2 Complete the text.

My sister's a nurse in our local ► **hospital** . She only works (1) \_\_\_\_\_ -time – about 15 hours (2) \_\_\_\_\_ week – and she doesn't (3) \_\_\_\_\_ much money. Nurses in our country generally get (4) \_\_\_\_\_ wages. Her husband is a doctor, and he works very long (5) \_\_\_\_\_ – sometimes 14 hours a (6) \_\_\_\_\_ . He earns about \$90,000 a (7) \_\_\_\_\_ which is a very high (8) \_\_\_\_\_ in our country.

### 3 **ABOUT YOU** If you have a job, write answers to the questions. If you don't, ask someone who has a job.

- 1 What's your job? \_\_\_\_\_
- 2 Who do you work for? \_\_\_\_\_
- 3 Where do you work? \_\_\_\_\_
- 4 How many hours do you work? \_\_\_\_\_

## B What do you have to do?



Daniel Alessi, architect

I design buildings<sup>1</sup>, but I also have to:  
• meet<sup>2</sup> clients and discuss problems with them  
• go to meetings<sup>3</sup> with colleagues  
• write reports  
I spend a lot of time talking to people.

Eliane Sotano, secretary

I only work part-time now. I have to:  
• make phone calls<sup>4</sup>  
• send letters, faxes and emails  
• organize meetings for my boss  
• type<sup>5</sup> reports  
I spend a lot of time answering the phone!

### spotlight *Spend time doing something*

**Spend time** means to do something for a period of time:

*I spend a lot of time working and travelling.*

*I spent a week writing the report.*

### 4 There are mistakes in six sentences. Find the mistakes and correct them.

► I spent a day to meet clients. meeting  
1 He does a lot of phone calls. call  
2 I have a meet this afternoon. meeting  
3 She spends a lot of time type. typing  
4 She designs offices. design  
5 Could you organize a meeting? organize  
6 I wrote the report last night. wrote  
7 We discussed about our problems. discussed  
8 I answered to the phone. answered

### 5 Complete the text.

I have a really interesting new job in the office of a language school. It's a ► full- time job and I work from nine to five. I (1) ..... new students when they arrive at the school, and of course, I (2) ..... the phone and (3) ..... letters and emails. I (4) ..... a lot of time (5) ..... phone calls to help students who don't speak much English. I really like my other (6) ..... in the office – they're very friendly, and if I have any problems we can (7) ..... them. I also (8) ..... meetings for my boss with important (9) ..... from other countries. Sometimes, I (10) ..... to go to meetings with her. It's a nice place to work.

### Glossary

**have to do something** must do something

**client** a person who pays an architect, lawyer, etc. for his or her work and help

**discuss something** talk about something  
NOT **discuss about something**

**colleague** a person who works with you

**report** a piece of writing giving information about work you have done

**send** You write a letter, then you **send** it

to the person.

**organize** If you **organize a meeting**, you find a time and a place when everybody can go to it.

**answer the phone** pick up the phone when it rings and speak