

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.
- 1 She works ten _____.
- 2 I work in _____.
- 3 He works in an _____?
- 4 Who do you _____?
- 5 How much _____?
- 6 Where does _____?
- 7 She works for _____.
- 8 She doesn't _____.
- 9 It's a full-time _____.
- 10 I work from _____.

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**¹, but I also **have to**:

- **meet**² **clients** and **discuss** problems with them
- **go to meetings**³ 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**⁴
- **send** letters, faxes and emails
- **organize meetings** for my boss
- **type**⁵ 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.*

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

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. _____
 - 2 I have a meet this afternoon. _____
 - 3 She spends a lot of time type. _____
 - 4 She designs offices. _____
 - 5 Could you organizate a meeting? _____
 - 6 I wrote the report last night. _____
 - 7 We discussed about our problems. _____
 - 8 I answered to the phone. _____

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.