

Lead-in

1 **Discuss the questions.**

1 How many hours a week do you work and/or study?
2 What would you change about your work or study schedule?
3 What would be an ideal working week for you?

VIDEO

2 4.1.1 **Watch the video. Who has one job? Who has more than one job?**







3 **Watch the video again and decide if these sentences are *true* (T) or *false* (F). Correct the incorrect sentences.**

1 'Nine-to-five' means the starting and finishing times of work.
2 Companies today want more 'nine-to-five' office staff.
3 Sharni starts and finishes work at the same time every day.
4 The way she works has advantages for her family life.
5 Lauren works for an agency that gets her work.
6 She likes the security the job offers.
7 Laurie says he does the same job for different companies.
8 He likes having free time to work on his own projects.

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LIVEWORKSHEETS

Describing jobs and contracts

4A **Complete the sentences from the video with words from the box to make adjective + noun collocations.**

day	employees	hours	jobs	lives	patterns	schedule	worker

The way we work is changing fast and one clear example of this is our [1]**work** _____ .
The traditional work pattern was based on [2]**permanent** _____ doing [3]**full-time** _____ .
The typical office worker ... had a [4]**working** _____ of nine o'clock to five o'clock.
We talked to some people about their [5]**working** _____ .
I like working [6]**flexible** _____ .
Some people will work better with a [7]**fixed** _____ .
I'm a [8]**temporary** _____ and that basically means that I work for an agency.

B **Match the phrases in bold in Exercise 4A with the definitions.**

a the part of their lives when people have a paid job
b the time during the day that people spend doing their job
c people who have contracts to work for a long time
d timetable that cannot be changed
e work for all the hours of a normal week at work (e.g. 35–40 hours)
f the different ways people's hours of work can be organised
g when someone can choose when they start and finish work each day, week, or month
h someone who has a job for only a limited period of time

LIVEWORKSHEETS

5 **Complete the sentences with words from the box.**

employee	employer	intern	retired	self-employed	staff	unemployed

1 The people who work for an organisation are the_____ .
2 A person, company or organisation that gives people work is a(n)_____ .
3 Someone, especially a student, who works for a short time in a job to get experience is a(n)_____ .
4 Someone without a job is_____ .
5 When you are working for yourself and you are not employed by a company, you are_____ .
6 When you stop working, usually because you are old, you are_____ .
7 Someone who is paid to work for another person is a(n)_____ .

6 **Look at the description of a company's work patterns. Choose the correct options to complete it.**

Company work patterns

The standard [1]*working day / working lives* for office staff with [2]*full-time / part-time* jobs in the company is Monday to Thursday 9.00 a.m. to 5.30 p.m. and Friday, 9.00 a.m. to 4.30 p.m. Staff with [3]*full-time / part-time* contracts work 22 hours a week.

The production department works 24 hours a day and staff work one of three eight-hour [4]*patterns / shifts*. These are early (6 a.m. to 2 p.m.), late (2 p.m. to 10 p.m.) and nights (10 p.m. to 6 a.m.).

In the summer months, the company employs [5]*permanent / temporary* workers in the factory to cover for [6]*permanent / temporary* employees who are on holiday.

7A 4.01 **Listen to three people talking about their work patterns. Make notes about their jobs and working hours.**

B **Work in pairs. Talk about the work patterns of some of your family and friends. Use words from Exercises 4A, 5 and 6 and the models in Exercise 7A to help you.**

LIVEWORKSHEETS

Your job is the particular work you do to earn money. You have a job title (such as Sales Consultant). The words 'post' and 'position' are more formal, and often used in job advertisements. The word 'occupation' is used on official forms.

Your job can be …

badly-paid, boring, challenging, depressing, fun, glamorous, hard, interesting, rewarding, routine, secure, stressful, varied, well-paid, worthwhile

Describing your job

People might ask you:

What do you do?
What kind of work do you do?
What do you do for a living?

You answer *I'm a/an …* + the name of your profession and/or job title and/or business area.

I'm an accountant.
I'm a Marketing Manager at a consumer electronics company.

Note the prepositions:

*I work **in** a bank/an office.* (general place of work)
*I work **at** Head Office.* (specific place of work)
*I work **in** advertising/the fashion industry/the financial sector.*
*I work **for** Nestlé/an oil company.*
*I'm working **on** the design of …* (a project)
*I work **as** an engineer.* (profession)

To give a little more detail you can use the language in the box below.

Describing your job
My job involves … (+ *-ing* form)
I spend a lot of/most of my time … (+ *-ing* form)
I deal with/handle …
My role is to …
I don't have much to do with …

Talking about what you personally control
I'm in charge of …
I'm responsible for …
I look after/take care of …

Talking about your boss
I report (directly) to …
My line manager is …

*My job **involves*** (= includes as a necessary part) *visiting customers and discussing their needs.*
*I **deal with** customer enquiries.*
***My role is to** support the Sales Director.*
***I don't have much to do with** the financial side.*
***I'm responsible for** strategy.* (NOT ~~the~~ responsible)
***I report to** the Head of Customer Services.*

Note also the following words and phrases:

*I'm **working part-time** at the moment.*
*It's a **full-time** job – I work **nine to five**.*
*I'm on a **short-term/temporary contract**.*
*I'm on a **permanent contract**.*
*I'm **self-employed**. I work as a **freelance** consultant.*
*I'm **unemployed** right now, but I'm looking for a job as a …*
*I'm a student at the moment – I **graduate** next year.*

Tasks and responsibilities

To give a detailed description of your day-to-day work, you might use phrases like those below.

***answer** hundreds of emails each day*
***develop** the business*
***do** market research*
***give** presentations*
***implement** the decisions of more senior managers*
***interview** job applicants*
***keep** computer files up to date*
***keep on top of** the paperwork*
***liaise** with my counterparts in other countries*
***make** decisions about budgets*
***make sure that** the IT network is working properly*
***maintain** all the equipment and machinery*
***manage** the production schedule*
***monitor** the production process*
***negotiate** with suppliers*
***organize** special promotions*
***prepare** the accounts*
***process** customer orders*
***recruit** new staff*
***set** sales targets and make sure they are met*
***solve** problems*
***supervise** the day-to-day work of my team*
***support** (or assist) the Marketing Director*
***write** quarterly reports*

LIVEWORKSHEETS

20.1 Match the adjectives describing jobs in the box with the most appropriate comment below.

boring	*challenging*	~~*hard*~~	*glamorous*
rewarding	*secure*	*stressful*	*varied*

1 'The job I'm doing at the moment is not easy. I haven't done anything like this before.' ___hard___
2 'I feel worried all the time – I just can't relax. Even when I come home I think about work.' _____
3 'Every day the same old thing. Nothing interesting ever happens in this office.' _____
4 'Yes, it's true that my job can be difficult at times – but I enjoy finding solutions to new problems. It makes things interesting.' _____
5 'In my job no two days are the same – different people to meet, new projects, different things to do. I never get bored.' _____
6 'I come home at the end of the day and I feel happy and satisfied. I know that I have really helped people in their lives.' _____
7 'I'm not worried about losing my job – even in a recession they will always need people like me.'
_____
8 'International travel, staying at five-star hotels, cocktail parties, meeting celebrities – I love my job!'
_____

20.2 In the dialogues below there is <u>one</u> word missing in each question and each answer. Find the words and write them in the correct place.

1 A: What you do?
B: I'm lawyer specializing in mergers and acquisitions.
2 A: What kind work do you do?
B: I work a scientist in the pharmaceutical industry.
3 A: What do you do a living?
B: I work advertising.
4 A: What you doing at the moment?
B: I'm working a project to improve the design and functionality of our website.
5 A: Is it a 9-to-5 full job?
B: Yes, it is, but I'm a short-term contract – just for one year.
6 A: How do you deal a customer who has a serious complaint?
B: If it's an important customer, I prefer to go to their office and talk to them to-face.
7 A: Who's charge of security in the building?
B: We don't really have one person responsible that, but the reception staff check everyone who comes in.
8 A: Who do you report?
B: My line is Mr Robert Louis-Dreyfus.

20.3 Underline the correct word in italics.

1 Your job is the work you do to *earn / gain* money.
2 What's your new job *name / title*?
3 What do you do *for your life / for a living*?
4 I'm working *on / with* an exciting new project.
5 I work *as / like* a financial analyst.
6 I'm looking for a new *job / work*.
7 I'm on a *short-term / short-time* contract.
8 I'm *autonomous / a freelancer*.
9 I *pass / spend* a lot of my time in meetings.
10 My role is *support / to support* the legal department.
11 I'm *responsible / the responsible* for maintaining the company website.
12 I take care *for / of* all the travel arrangements.

20.4 Complete the sentences below using the words in the box. Note that a short line means a preposition.

care	*charge*	*deals*	*handles*	*looks*	*responsible*
takes	*after*	*for*	*in*	*of*	*of*	*with*

Maria	is ____ _____ ____ is _____ ____ _____ ____ _____ ____ _____ _____ ____ _____	the sales side of the business

20.5 Study the list of tasks and responsibilities at work a–o. Write each letter next to the name of the <u>most appropriate</u> department below. Find a solution that uses each item once.

a attend trade fairs
b handle telephone enquiries
c keep on top of the paperwork
d make sure the whole supply chain is running smoothly
e maintain all the equipment and machinery
f manage cashflow
g meet and greet visitors to the company
h monitor quality
i organize special promotions
j organize training
k prepare the accounts
l recruit new staff
m run focus groups to test new products
n set budgets for different departments
o talk to the unions about pay and conditions

Sales and Marketing: ___ ___ ___
Production and Operations: ___ ___ ___
Finance: ___ ___ ___
Human Resources: ___ ___ ___
Administration: ___ ___ ___

LIVEWORKSHEETS