

# 70 Describing jobs

## A Basic information

Where does he work?

He works in an office<sup>1</sup> / a factory<sup>2</sup> / a hospital<sup>3</sup>.

What does she do?

She's a **manager**.

She works as a secretary.

She **manages** a company.

She's **in advertising** / **in the army**.

Who does he work for?

He works for

a car **company**. (e.g. Toyota, Mercedes)

an **airline**. (e.g. Cathay Pacific, KLM)

What hours does she work?

She works

**from nine to five**.

**long hours**.

**12 hours a day**.

How much does he earn?

He **earns** a lot. His **salary** is \$100,000 a year.



### GLOSSARY

<b>manager</b>	a person who controls an organization, e.g. a company or shop
<b>manage</b> v	
<b>advertising</b>	the business of telling people about things to buy
<b>army</b>	a large group of soldiers who fight on land
<b>earn</b>	get money for the work that you do
<b>salary</b>	money you get every month/year for the work that you do

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

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

- ▶ Where does she work \_\_\_\_\_?
- 1 She works \_\_\_\_\_.
- 2 I work in \_\_\_\_\_.
- 3 He works in \_\_\_\_\_.
- 4 Who do you \_\_\_\_\_?
- 5 How much \_\_\_\_\_?
- 6 I work eight \_\_\_\_\_.
- 7 She works for \_\_\_\_\_.
- 8 She doesn't \_\_\_\_\_.
- 9 He earns €50,000 \_\_\_\_\_.
- 10 I work from \_\_\_\_\_.

### 2 Complete the sentences.

- ▶ Who does he work for \_\_\_\_\_?
- 1 She's a doctor in the local \_\_\_\_\_. Her husband works \_\_\_\_\_ a factory.
- 2 I work for a computer \_\_\_\_\_, and my \_\_\_\_\_ is now €60,000 \_\_\_\_\_ year.
- 3 He doesn't work \_\_\_\_\_ hours: he only works \_\_\_\_\_ 9.00 \_\_\_\_\_ 3.00.
- 4 She's a nurse, so she doesn't \_\_\_\_\_ much money.
- 5 My brother is a soldier \_\_\_\_\_ the \_\_\_\_\_.
- 6 Who do you work \_\_\_\_\_? ~ I'm a pilot. I work for a Spanish \_\_\_\_\_ called Air Europa.
- 7 TV gets a lot of money from \_\_\_\_\_.
- 8 He \_\_\_\_\_ a large company in France. He has worked there for 15 years and he has been the \_\_\_\_\_ for the last five.

### 3 ABOUT YOU If you have a job, write your answers. If not, ask someone with a job, or write about somebody in your family.

- 1 What do you do? \_\_\_\_\_
- 2 Who do you work for? \_\_\_\_\_
- 3 Where do you work? \_\_\_\_\_
- 4 What hours do you work? \_\_\_\_\_
- 5 Do you think people in your job earn a lot of money? \_\_\_\_\_



### TEST YOURSELF

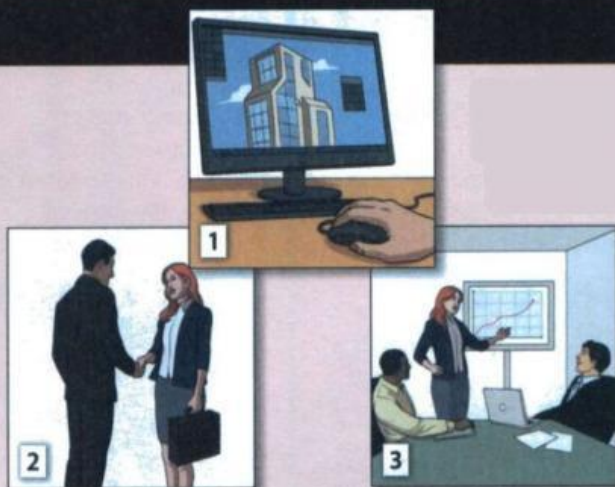


## B What does it involve?

Daniela Alessi, architect

My job **involves** many things:

- I **design buildings**<sup>1</sup>, mostly big **projects**.
- I **meet**<sup>2</sup> **clients** and **discuss** problems with them.
- I **organize meetings**<sup>3</sup> with **colleagues**.
- I **send** hundreds of emails.
- I write **reports**.
- I **spend a lot of time** talking to people.



### GLOSSARY

<b>involve</b>	have sth as a part: <i>The job <b>involves</b> using a computer.</i>
<b>project</b>	a big plan to do sth, e.g. <i>a <b>project</b> to build a new airport</i>
<b>client</b>	a person who pays an architect, lawyer, etc. for their work
<b>discuss</b>	talk about sth seriously (NOT <i>discuss-about</i> )
<b>organize</b>	If you <b>organize</b> a meeting, you find a time and a place when everybody can go to it.
<b>colleague</b>	a person who works with you
<b>send</b>	You write a letter or email, then you <b>send</b> it to sb.
<b>report</b>	a piece of writing that gives information about your work
<b>spend time doing sth</b>	do sth for a period of time

### SPOTLIGHT *meet and meeting*

**Meet** has different meanings:

- 1 see and speak to somebody for the first time:  
*I haven't **met** my boss's wife.*
- 2 come together, usually because you planned it: (see picture 2)

A **meeting** is a time when people come together, usually to talk about something (see picture 3).

### 4 Match 1-5 with a-f.

- |              |       |                        |
|--------------|-------|------------------------|
| ▶ spend time | c     | a problems             |
| 1 meet       | ..... | b emails               |
| 2 organize   | ..... | c making phone calls ✓ |
| 3 send       | ..... | d bridges              |
| 4 discuss    | ..... | e clients              |
| 5 design     | ..... | f meetings             |

### 5 Correct the mistakes in the sentences.

- |   |  |
|---|--|
| ▶ I have <del>sended</del> the letters. <u>sent</u> | 4 Could you organize the meeting?          |
| 1 We discussed about our problems.                  | 5 My job involves to use a computer.       |
| 2 I have a meet this afternoon.                     | 6 I knew her for the first time last week. |
| 3 She spends a lot of time travel.                  |  |

### 6 Complete the text.

I work for Daniela's company as her secretary. I often ▶ meet many of her (1) ..... when they come to her office to (2) ..... work. At the moment, we have a big (3) ..... : Daniela is (4) ..... a new department store for the town centre. My job (5) ..... doing other things as well: I (6) ..... meetings with different people about the project; I receive and (7) ..... lots of emails, and sometimes I write (8) ..... about the project for Daniela. Fortunately, I am not alone. I have two other (9) ..... in the office with me. We work hard but we also (10) ..... time talking to each other.



### TEST YOURSELF