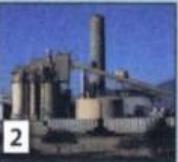


# 70) Describing jobs

## 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

**manager** a person who controls an organization, e.g. a company or shop  
**manage** v

**advertising** the business of telling people about things to buy

**army** a large group of soldiers who fight on land

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

**salary** 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? .....



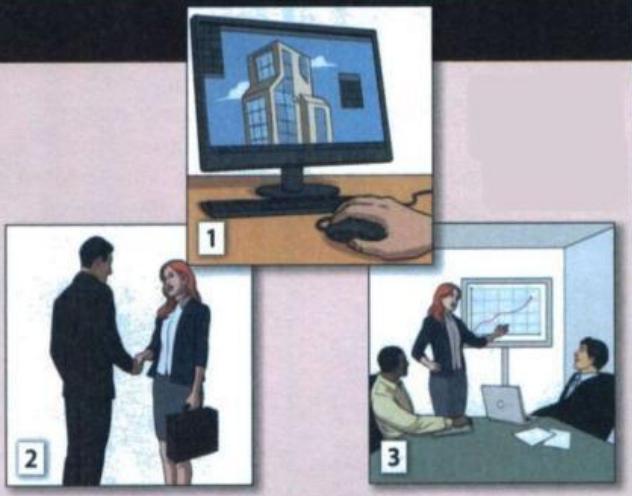
### TEST YOURSELF

## 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 involves using a computer.</i>
<b>project</b>	a big plan to do sth, e.g. <i>a project 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	.....	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 <b>sended</b> the letters. <u>sent</u> .....	4 Could you <b>organize</b> the meeting? .....
1 We <b>discussed</b> about our problems. .....	5 My job <b>involves</b> to use a computer. .....
2 I have a <b>meet</b> this afternoon. .....	6 I <b>knew</b> her for the first time last week. .....
3 She <b>spends</b> a lot of time <b>travel</b> . .....	

### 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.

