70 Describing jobs

A Basic information







Where does he work?

He **works in an office**[1] / **a factory**[2] / **a hospital**[3].

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? _____

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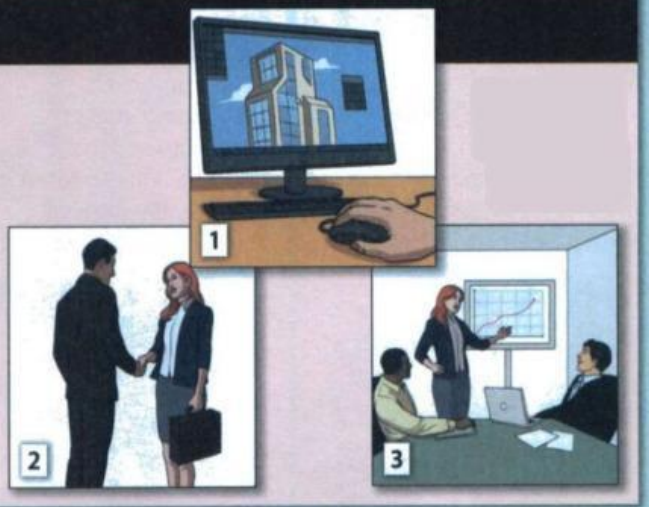
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B What does it involve?

Daniela Alessi, architect

My job **involves** many things:

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



GLOSSARY

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

1 We discussed about our problems. .....

2 I have a meet this afternoon. .....

3 She spends a lot of time travel. .....

4 Could you organizate the meeting? .....

5 My job involves to use a computer. .....

6 I knew her for the first time last week. .....

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.

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