

A

What do you do?

People can ask what job you do in different ways; you can answer in different ways.



A: What do you do?



B: I **work in** sales / marketing / a bank, etc.



A: What do you do for a living?



B: I'm a doctor / hairdresser, etc.



A: What's your job?



B: I **work for** Union Bank / Fiat / Sony, etc.

B

What does that involve?*

James and Emma are business **consultants** [people who help others in a particular area]. They **advise** people who want to **set up** [start] a business, especially in health and fitness. James **deals with** the marketing [does the work in marketing; *syn* **handle**], while Emma is **responsible for** [in control of; *syn* **in charge of**] **products** [things that people make/**produce**] such as towels, equipment, beauty products, etc.

Common mistakes

I have a lot of work to do. (NOT I have a lot of ~~works~~ to do.)

She **advises** me. (NOT She ~~advices~~ me.) BUT She gives me **advice**. (NOT She gives me ~~advise~~.)

My job involves a lot of travel. OR My job involves travelling. (NOT My job involves ~~to travel~~.)

Amy is a manager in a veterinary surgery. She **runs** [organises or controls] the **day-to-day** [happening every day] business of the surgery and is in charge of a small team: three receptionists, an accounts manager and a secretary. Her work involves a lot of **admin** [short for administration] such as buying food, medicine and equipment; she also handles any **complaints** that customers make. [when customers **complain** / say that something is wrong or is not satisfactory]

* What do you have to do exactly?

C

Pay

Most workers **are paid** [receive money] every month; this is called a **salary**. Your **income** is the total amount of money you receive in a year. This might be money from one job; it might be money from two jobs. We can express this in different ways:

My **income** is about £25,000. OR I **earn/make** about £25,000 **a year** [every year].

Some of that income you can keep, but some goes to the government; in the UK this is called **income tax**, e.g. *I lose 20% of my income in income tax.*

Language help

A **salary** is money paid to professional people, e.g. doctors or teachers, and to office workers for the work they do, and is usually paid into a person's bank account every month. **Wages** are usually paid for each hour/day/week of work to people who do more physical jobs, e.g. building or cleaning.

D

Conditions*

Most people work **fixed** hours [always the same], e.g. 9 am to 5.30 pm. We often call this a **nine-to-five** job. Other people have to **do/work overtime** [work extra hours]. Some people get paid for overtime; others don't. Some people have good working conditions, e.g. nice offices, paid holidays, extra time **off** [not at work] for a new mother and father when a baby is born, etc. There is also a **minimum wage** [an amount of money workers receive, and employers cannot pay less than this].

* the situation in which people work or live

Exercises

36.1 Tick (✓) the words which are directly connected with *money*.

pay ✓	earn	handle	wages
salary	income	consult	product

36.2 Match the words on the left with the words on the right.

1 set up	☐ b	a clients
2 in charge	☐	b a company
3 deal	☐	c overtime
4 earn	☐	d with complaints
5 do	☐	e of a small department
6 advise	☐	f money

36.3 Rewrite the sentences on the left starting with the words given. Keep a similar meaning.

1 What do you do?	What's <i>your job</i> ?
2 I'm a marketing assistant.	I work
3 I'm employed by the government.	I work
4 I earn £34,000 a year from my two jobs.	My
5 What do you have to do exactly?	What does your job
6 I'm responsible for the reception area.	I'm in
7 What's your job?	What do you do for
8 I have to read government reports.	My job involves
9 I advise clients.	I give
10 I complained about the service.	I made

36.4 Complete the texts. Put one word in each gap.

Alexander Carpenter works ¹ *in* sales, and he's a regional manager. He ² the north-west region and he's ³ for a small team of five other sales people. His job ⁴ a lot of travelling within the region, and he's in contact with his team on a day-to- ⁵ basis. It's not a nine-to- ⁶ job: Alexander has to do a lot of ⁷ Fortunately he can ⁸ a lot more money by doing this, and his working ⁹ are quite good. After income ¹⁰ he makes £60,000 ¹¹ year. Recently his wife had a baby, but the company gave him extra time ¹² to be with her after the birth.

Kelly Bradbury is a financial adviser for a bank. She specialises in mortgages, which means that she ¹³ people who want to buy a flat or a house. At the moment Kelly spends a lot of her time ¹⁴ with young people who are trying to buy a property for the first time, which is not easy. She works ¹⁵ hours – 9 am to 5 pm – and she doesn't have to ¹⁶ overtime.

36.5 Over to you

Answer the questions about working conditions in your country. If possible, compare your answers with someone else.

- What are normal working hours for most office jobs in your country?
- How much income tax do most people pay? (e.g. 10% or 20% of what they earn)
- Do male and female workers normally get time off if they have a baby? If so, how much?
- Is there a minimum wage? If so, do you know what it is?