

## 1

# Work and jobs

## A

## What do you do?

To find out what someone's job is, you ask 'What do you do?'

Kerstin talks about her job:

'I **work for** a large European car maker. I **work on** car design. In fact, I **run** the design department and I **manage** a team of designers: 20 people **work under** me. It's very interesting. One of my main **responsibilities** is to make sure that new model designs are finished on time. I'm also **in charge of** design budgets.

'I **deal with** a lot of different people in the company. I'm **responsible for** coordination between design and production: I **work with** managers at our manufacturing plants.'

**Note**

in charge of	+ noun
responsible for	+ verb + -ing
responsibility	+ infinitive / -ing

One of my responsibilities is to make sure that ...

One of my responsibilities is making sure that ...

You don't say: 'I'm a responsible.'

## B

## Word combinations with 'work'

If you **work** or **have work**, you have a job. But you don't say that someone has '**a-work**'. **Work** is also the place where you do your job. You don't say for example, '**at the work**' or '**to the work**'.

Here are some phrases with 'work'.

The economy is growing fast and more people are **in work** – have a job – than ever before. The percentage of people **out of work** – without a job – has fallen to its lowest level for 30 years.

Frank talks about his job:

'I **work in** a bank in New York City. I **leave for work** at 7.30 every morning. I **go to work** by train and subway. I **get to / arrive at work** at about 9. I'm usually **at work** till 6. Luckily, I don't get ill very much so I'm not often **off work** – away from work due to illness.'



## C

## Types of job and types of work

A **full-time job** is one for the whole of the normal working week; a **part-time job** is for less time than that. You say that someone **works full-time** or **part-time**.

A **permanent job** does not finish after a fixed period; a **temporary job** finishes after a fixed period.

You talk about **temporary work** and **permanent work**.

1.1 Look at A opposite. Pierre is talking about his work. Correct the expressions in italics.

'I work for a large French supermarket company. It is an international company and (1) I work *about* the development of new supermarkets abroad. (2) In fact, I *running* the development department and (3) I *am manage* for a team looking at the possibilities in different countries. It's very interesting. (4) One of my *main* is to make sure that new supermarkets open on time. (5) I'm also *charged with* financial reporting. (6) I deal *at* a lot of different organizations in my work. (7) I'm *responsible of* planning projects from start to finish. (8) I work closely *near* our foreign partners, and so I travel a lot.'

1.2 Complete each gap in the text with one of the prepositions from B opposite.

Rebecca lives in London and works in public relations. She leaves home for work at 7.30 am. She drives (1) ..... work. The traffic is often bad and she worries about getting (2) ..... work late, but she usually arrives (3) ..... work at around 9. She finishes work quite late, at about 8. 'Luckily, I'm never ill,' she says. 'I could never take the time (4) ..... work.'

She loves what she does and is glad to be (5) ..... work. Some of her friends are not so lucky: they are (6) ..... of work.



1.3 What is being advertised in each of these job advertisements (1–6)? Use an expression from C opposite, including the words in brackets. The first one has been done for you.

1 Librarian required for public library afternoons 2 till 6. (job) a part-time job

2 Personal assistant needed for busy office, 9 am to 5.30 pm (work)

4 Teacher needed for summer course, 1 to 31 August (job)

3 Experienced barman wanted, 8 pm until midnight. (work)

5 Salesman required for showroom – good prospects for right person (work)

6 Lawyer wanted for law firm – long hours, 4 weeks holiday per year (job)

### Over to you



If you work, answer these questions.

- What do you do? What are you in charge of? What are your responsibilities?
- What time do you leave for work? How long does it take you to get to work? What time do you arrive at work? Do you take a lot of time off work?
- Why do some people prefer to work part-time or to have temporary jobs?

If you don't work, answer these questions.

- What sort of job would you like to do?
- What sort of routine would you like to have?