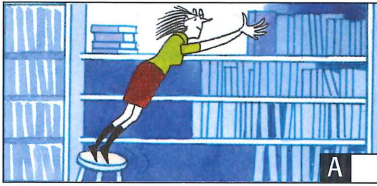
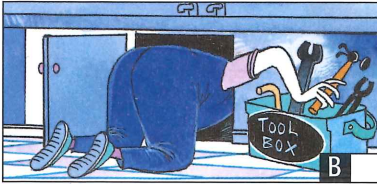


1 Describing your job

a Read the texts and match them to the pictures. What are the jobs?



A



B

1 I only work **part-time** – four mornings a week, and I sometimes do overtime on a Saturday morning. I don't earn a big salary. It's a **temporary** job and I only have a six-month **contract** at the moment. But the **working hours** suit me as I have very young children. When they go to school I would like to find a **permanent** job and work **full-time**. What I like most about my job is working in complete silence! The only noise you can hear is of people turning pages and whispering.

2 I did a six-month **training course** at Technical College to get my **qualifications** and then I worked for a local company to get some **experience**. I worked long hours for a low salary and so I **resigned** last year and became **self-employed**. I prefer working for myself. I don't work regular hours (sometimes people call me in the middle of the night) but you can earn a lot of money in this job, especially in the winter. If I'm lucky, I'll be able to **retire** when I'm 60!

b Match the **highlighted** words in the texts to definitions.

- | | |
|---|------------------------|
| 1 a written legal agreement | _____ <i>contract</i> |
| 2 the knowledge you get from doing a job | _____ |
| 3 a series of lessons to learn to do a job | _____ |
| 4 the time you spend doing a job | _____ |
| 5 working for yourself, not for a company | _____ |
| 6 to stop working when you reach a certain age, e.g. 65 | _____ |
| 7 left a job because you wanted to | _____ |
| 8 lasting for a short time | _____ (opposite _____) |
| 9 for only a part of the day or the week | _____ (opposite _____) |
| 10 exams you've passed or courses you've done | _____ |

2 Saying what you do

Complete the Prepositions column.

- | | Prepositions |
|---|--------------|
| 1 I work _____ a multinational company. | _____ |
| 2 I work _____ a manager. | _____ |
| 3 I'm _____ charge _____ the marketing department. | _____, _____ |
| 4 I work _____ a factory. | _____ |
| 5 I'm responsible _____ customer loans. | _____ |
| 6 I'm _____ school / university . | _____ |
| 7 I'm _____ my third year . | _____ |

3 People

Write two more jobs in each column.

-er	-or	-ist	-ian	others
lawyer /'lɔːjə/ plumber	actor conductor	psychologist scientist	electrician librarian	accountant chef /ʃef/

! An **employer** is a person or company that employs other people. An **employee** is a person who works for somebody.

Can you remember the words on this page? Test yourself or a partner.

➡ p.76

Job swap

1 VOCABULARY work

a Write the titles in the correct section of the job advertisement.

Salary Responsibilities Position Training
Qualifications Working Hours Opportunities

A Position :

Assistant Accounts Manager

B _____: 1 *In charge of* the accounts for the department.

C _____: This is a 2 _____ job of 40 hours per week. The 3 _____ are from 9.00 a.m. to 6.00 p.m. but there will also be some 4 _____ including evenings and weekends.

D _____: Degree in accountancy. Member of a professional association.

E _____: Trainees will get 5 _____ in both accountancy and financial management. Additional study is possible on a 6 _____ basis of three hours a week.

F _____: Accountants can be permanent employees with the company or self-employed. As this is a large 7 _____ company, there are opportunities to work abroad. You might get 8 _____ to Department Accounts Manager after one or two years in the company.

G _____: This varies depending on the age and qualifications, but a recently qualified accountant would 9 _____ between £26,000 and £35,000.

If you would like to 10 _____ this position, please 11 _____ a full 12 _____ and a covering letter to the address below.

b Complete the job advertisement with words from the list.

multinational experience CV in charge of
part-time hours promoted earn overtime
send in full-time apply for

c Complete the job interview.



Interviewer Are you 1 u *unemployed* at the moment, in a job, or studying?

Applicant I'm 2 i _____ my final year 3 a _____ university, but I also work part-time for a small company.

Interviewer What kind of 4 c _____ do you have with this company?

Applicant It's just a 5 t _____ one, for six months, but I can 6 r _____ when I want, as long as I give one week's notice.

Interviewer And what kind of work do you do for this company?

Applicant I'm 7 r _____ for all its accounting, including expenses and salaries.

Interviewer And do you have any questions for us?

Applicant Yes. I'd like to know if you have a company pension plan and, if so, at what age your employees normally 8 r _____. I'm also interested in any company health plan you might have ...