

Unit 3. Expressions connected with work

Some jobs

Nurse - someone whose job is to look after people who are ill or injured, usually in a hospital;

Politician - someone who works in politics, especially an elected member of the government;

Model - someone whose job is to show clothes, hairstyles etc by wearing them at fashion shows or for photographs;

Journalist - someone who writes news reports for newspapers, magazines, television, or radio;

Firefighter - someone whose job is to stop fires burning

Lawyer - someone whose job is to advise people about laws, write formal agreements, or represent people in court;

Professional footballer - someone who plays football, especially a professional player;

Teacher - someone whose job is to teach, especially in a school;

-ER is a productive suffix in the English language; it usually forms the profession from the verb ->

E.g. TO PAINT – PAINTER

TO WRITE – WRITER

TO DANCE - DANCER

Shop assistant - someone whose job is to help customers in a shop;

Police officer - a member of the police;

TV presenter - someone who introduces the different parts of a television or radio show;

Personal assistant - someone who works for one person and helps them do their job;

Administrative assistant - someone whose job is to help make an organization or department run smoothly by helping other staff to organize their work;

Sales manager - someone in charge of a company's selling activities and the people whose job is to sell its products;

CEO - (Chief Executive Officer) the person with the most authority in a large company;

Accountant - someone whose job is to keep and check financial accounts, calculate taxes etc;

Keywords for some jobs

Work shifts - Contact with patients - Helping people - Terrible pay	Routine – paperwork - Attend meetings Prepare a case - Meet with the client - Go to court - Opportunities for promotion	Not a secure job Hard work - Good pay - Photographers - Stylists	Fill the shelves - Change the window display - Deal with people Face-to-face Refund - To be proud of - Big chain - Branch	Work from home Interview people Publish articles tight deadlines
Nurse	Lawyer	Fashion model	Shop assistant	Journalist

Adjectives to describe jobs

Challenging

Exciting

Glamorous
Flexible
Monotonous
Repetitive
Rewarding
Satisfying
Stressful
Stimulating
Tedious

Expressions connected with time-managing at work

To spend time on
Time consuming
Time management
Work-life balance
Workstation

Job ads

A

Marketing Executive


**Competitive Salary
+ Car + Pension Scheme**

Jakarta, the country's leading sports shoe manufacturer, is looking for an ambitious marketing executive to join our busy marketing department. You will have experience of designing and coordinating large advertising campaigns. Candidates should be prepared to spend time at our overseas branches in Rome and Berlin. Fluency in a European language would be an advantage. This is a very exciting opportunity for the right candidate. Salary will depend on experience.

JAKARTA

C

Receptionist



The prestigious Belnet hotel group is seeking a lively and enthusiastic person to join its City branch. The ideal candidate is someone motivated by working in a small team in a high pressure environment. You will report to the head of reception services. The post will include shift work (including some nights and weekends). Experience of reception work preferred. There are excellent prospects for rapid career progress in the company. This is a very satisfying and rewarding job for the right person.

Excellent salary and benefits

Go to www.belnetjobsrec1.co.uk for full details and application procedure

B

SALES MANAGER

Excellent Benefits + Annual Bonus

Broadgate PLC

Broadgate PLC is one of the largest suppliers of office equipment in the country. The successful candidate will be a dynamic person with excellent organisational skills. You will be responsible for leading and motivating a sales team. You are expected to develop new market opportunities as part of Broadgate's continuing programme of expansion. A knowledge of the office equipment market is desirable, but not essential. This is a challenging opportunity with one of the country's most respected employers.

D

Cantro Tours

Tour managers/guides (London and worldwide)

Cantro Tours is an international travel organisation providing travel packages to a wide range of clients.

Energetic, self-confident young people with fluency in English and one other language are needed to work with groups of travellers to a variety of UK and overseas destinations. You will act as an expert on the area you take groups to, so a knowledge of the local culture and language is required. The ability to work alone and under pressure is essential. Previous experience is not necessary as full training is given. The posts are suitable for recent graduates or students on summer vacation.

Industry competitive salary and travel benefits. For more info go to www.cantrotours.co.uk/jobs

5 Match the words with the correct preposition from the box. Check your answers in the adverts.

on to for of in by

- | | |
|---------------|-------------|
| 1 looking | 7 motivated |
| 2 experience | 8 report |
| 3 depend | 9 prospects |
| 4 responsible | 10 fluency |
| 5 expected | 11 ability |
| 6 knowledge | 12 suitable |

6 Which job in the adverts would you apply for? Why?

7 Ranking and justifying choices Look back at the four jobs in the adverts and rank them from 1–4 (highest to lowest) under the following categories.

- | | |
|---------------------|--------------------------------------|
| a level of interest | c pay/benefits |
| b status | d suitability for a woman (or a man) |

Explain your ideas to a partner. Give your reasons.

TO LOOK FOR to try to find somebody/something

Ex. Mathie was looking for work

HAVE EXPERIENCE OF to have knowledge or skill that you gain from doing a job or activity

Ex. He had no previous experience of managing a farm

TO DEPEND ON

Ex. The amount I earn depends on the kind of work I'm doing

TO BE RESPONSIBLE FOR to have a duty to be in charge of or to look after someone/something

Ex. The airline is legally responsible for the safety of its passengers

He is responsible for recruiting and training new staff (to be responsible for DOING)

TO BE EXPECTED TO to be likely to happen

Ex. Sales are expected to reach \$10 million

TO HAVE KNOWLEDGE OF to possess skills, and understanding that you have gained through learning or experience

Ex. If you want to improve your knowledge of the language, you should go and live in France

TO BE MOTIVATED BY

Ex. I am motivated by the constant improvement I get with my job

TO REPORT TO to be responsible to someone at work and be managed by them

Ex. he will report to the chief executive

PROSPECTS FOR Person/job/plan etc that has a good chance of success in the future

Ex. There are good prospects for growth in the retail sector

TO HAVE FLUENCY IN to be able to speak a language very well

Ex. You need to have fluency in Japanese to work in this firm

TO BE FLUENT IN

She is quite fluent in Arabic

ABILITY TO to be able to do something

Ex. I admire his ability to listen.

TO BE SUITABLE FOR to have the right qualities for a particular person, purpose, or situation

Ex. The resort is particularly suitable for families

SPEAKING

9a What is most important to you in a job? Choose the five most important things for you from the list. Then discuss your ideas with a partner.

- long holidays
- friendly colleagues
- short travelling time
- competitive salary
- opportunity for promotion
- pleasant working environment
- other benefits (e.g. company car, mobile phone)
- regular bonus
- good pension
- flexible hours
- foreign travel
- prestigious company

9b What would your dream job be?

Expressions connected with working from home

Teleworking

Homeworking: the act of working at home

Telework scheme

Homeworker

Teleworkers: people who work for a company but do the work at home

Plan one's work schedule

Develop good time management skills

work from home: to do your normal office work but at home

telecommuting: the act of working from home for a company

commuting: the travelling that you do from your home to work everyday

remote workers: people who can choose when and where they work

nomad workers: people who can work anywhere they use their laptop

home-office: working from your own home and not at your company's office

telework centres: business centres for teleworkers to use as an office

Right to disconnect

During this pandemic a lot of people, from adults to young students, have experienced teleworking and distance learning.

Although this has resulted in a fruitful and resilient way to overcome a number of obstacles, we shouldn't forget that too many hours in front of screens pose many risks for our mental and physical well-being.

While some countries had previously tackled topics of healthy work-life balance and the employees' right to uninterrupted time off, the pandemic era has prompted the debate at the EU level and the discussion on the #RightToDisconnect is currently going on

Further information on the right to disconnect:

<https://www.europarl.europa.eu/news/en/press-room/20210114IPR95618/right-to-disconnect-should-be-an-eu-wide-fundamental-right-meps-say>

<https://termcoord.eu/2021/02/iate-term-of-the-week-right-to-disconnect/?fbclid=IwAR3KBAfZsnBPOkkK5QlwVOD4Br5OdWphyf2HSbSp6w5nOBLm8FqRjScRiI8>

Advantages	Disadvantages
have a better work-life balance lower maintenance costs for companies (less office space maintenance) higher productivity of homeworkers fewer sick days more flexibility no commuting time	No break from personal life (family issues, baby children, noisy houses and others) No colleague talks No collaborative/ creative environment Fewer opportunities for collaborative working/teamworking