

My job

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45 I can describe a job Do Unit 44 first

A Basic information

Where does he work?

He works in ... an office



a factory



a hospital



Who does she work for?

She works for

a car **company**, e.g. Toyota
an **airline**, e.g. Cathay Pacific

What hours does he work?

He's got

a **full-time** job, e.g. 40 hours a **week**
a **part-time** job, e.g. 15 hours a week

He works

long hours, e.g. 12 hours a **day**
from nine to five

How much does she earn?

She **earns** a lot. Her **salary** is \$80,000 a year.
He **doesn't earn** very much. He gets **low wages**.

Glossary

earn receive money for the work that you do

salary money you receive every month for the work that you do

wages money you receive every week for the work that you do

low If you earn **low wages**, you earn less than is normal.

opp **high**

1 Complete the sentences with words and phrases in the box.

office an American airline she work hours a day work for
long hours ✓ earn much job ten to six a factory does he earn

- He works long hours 6 Where does ?
1 She works ten 7 She works for
2 I work in 8 She doesn't
3 He works in an ? 9 It's a full-time
4 Who do you ? 10 I work from
5 How much ?

2 Complete the text.

My sister's a nurse in our local ► hospital She only works (1)-time
– about 15 hours (2) week – and she doesn't (3) much money.
Nurses in our country generally get (4) wages. Her husband is a doctor, and he
works very long (5) – sometimes 14 hours a (6) He earns
about \$90,000 a (7) which is a very high (8) in our country.

3 ABOUT YOU If you have a job, write answers to the questions. If you don't, ask someone who has a job.

- 1 What's your job?
2 Who do you work for?
3 Where do you work?
4 How many hours do you work?

B What do you have to do? 🎧



Daniel Alessi, architect

I **design buildings**¹, but I also **have to**:

- **meet**² **clients** and **discuss** problems with them
- **go to meetings**³ with **colleagues**
- write **reports**

I **spend a lot of time** talking to people.

Eliane Sotano, secretary

I only work part-time now. I **have to**:

- **make phone calls**⁴
- **send** letters, faxes and emails
- **organize meetings** for my boss
- **type**⁵ reports

I **spend a lot of time answering** the phone!

spotlight Spend time doing something

Spend time means to do something for a period of time:

*I **spend a lot of time** working and travelling.*

*I **spent a week** writing the report.*

- 4 There are mistakes in six sentences. Find the mistakes and correct them.

► I spent a day to **meet** clients. *meeting*

- 1 He does a lot of phone calls.
- 2 I have a meet this afternoon.
- 3 She spends a lot of time type.
- 4 She designs offices.
- 5 Could you organizate a meeting?
- 6 I wrote the report last night.
- 7 We discussed about our problems.
- 8 I answered to the phone.

- 5 Complete the text.

I have a really interesting new job in the office of a language school. It's a ► **full-time** job and I work from nine to five. I (1) new students when they arrive at the school, and of course, I (2) the phone and (3) letters and emails. I (4) a lot of time (5) phone calls to help students who don't speak much English. I really like my other (6) in the office – they're very friendly, and if I have any problems we can (7) them. I also (8) meetings for my boss with important (9) from other countries. Sometimes, I (10) to go to meetings with her. It's a nice place to work.

Glossary

have to do something must do something

client a person who pays an architect, lawyer, etc. for his or her work and help

discuss something talk about something
NOT discuss about something

colleague a person who works with you

report a piece of writing giving information about work you have done

send You write a letter, then you **send it** to the person.

organize If you **organize a meeting**, you find a time and a place when everybody can go to it.

answer the phone pick up the phone when it rings and speak