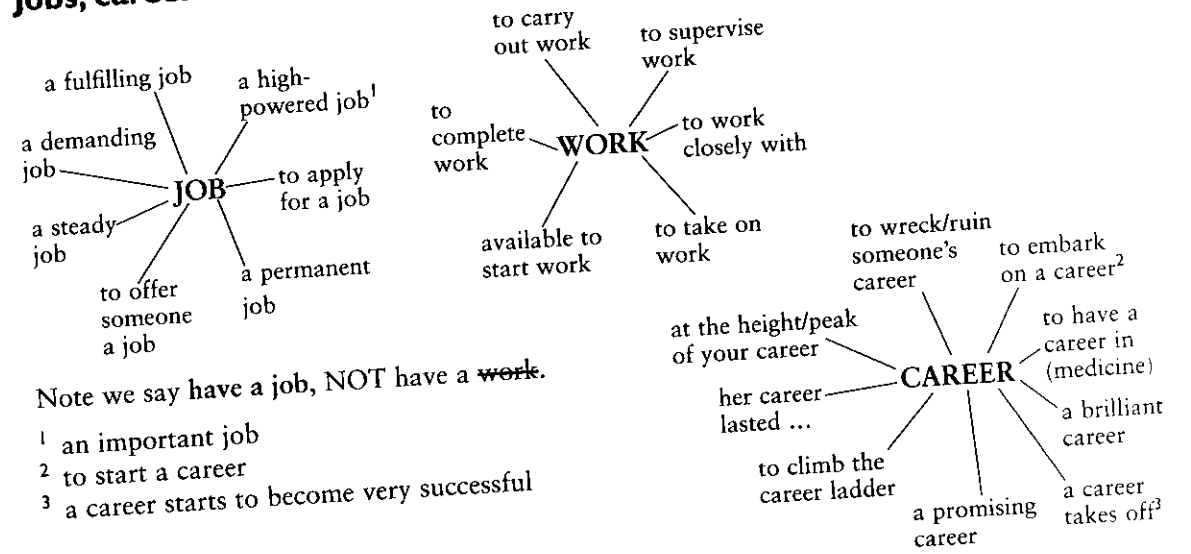


# Work

## A Jobs, career and work



Note we say have a job, NOT have a work.

<sup>1</sup> an important job  
<sup>2</sup> to start a career  
<sup>3</sup> a career starts to become very successful

## B Job adverts

Do you have a good knowledge of the fashion industry?  
 Do you have experience in sales?  
 Are you a good team player<sup>1</sup>?  
 Are you looking for a stimulating working environment?  
 Would you like to be an integral part of a close team?  
 We can offer you job satisfaction and generous benefits<sup>2</sup>.  
 Vacancy must be filled<sup>3</sup> within three weeks.  
 For further details, phone 08965 439820.

<sup>1</sup> a person who co-operates well with other people  
<sup>2</sup> good rewards for work – not just salary but also perhaps a company car, good holiday entitlement, etc.  
<sup>3</sup> the job must be offered to someone and accepted

## C Things you might do at work

Bella has a job as a PA. Basically her role is to take charge of her boss, who is not a very organised person, and make sure nothing goes wrong. She makes appointments for her boss and she makes sure he keeps his appointments. She spends a lot of time answering the phone and fielding telephone calls<sup>1</sup> on his behalf. When her boss has to travel, she makes the reservations for him. When her boss has to give a presentation, she makes all the preparations that are required, including making photocopies of any papers that he needs. She arranges meetings for him and she takes the minutes<sup>2</sup> at the meetings. Bella is a very well-organised person. She keeps a record of everything she does at work and sets herself targets. She does her best to achieve her goals. Every morning she makes a list of everything she needs to do. Today the first thing on her list is 'Hand in my notice'<sup>3</sup>! But she's not going to take early retirement. She's got a new job where she will be the boss and will have her own PA.

<sup>1</sup> dealing with all the calls she can handle herself and only putting the most urgent ones through to her boss  
<sup>2</sup> keeps the official record of a meeting  
<sup>3</sup> resign, inform her boss she's planning to stop working for him