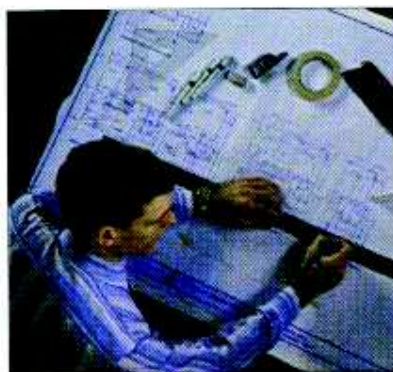


# 1 What's the job?

## Jobs

1 Read about some different jobs. Are any similar to yours? (How?)



### ARCHITECT

- Works for a construction company.
- Designs buildings, produces plans, specifications, and drawings.
- Negotiates with builders and inspects construction work.



### FIELD SERVICE ENGINEER

- Works for an office equipment manufacturer.
- Visits customers' sites and repairs and maintains machines.
- Spends a lot of time driving from place to place.



### HELP DESK TECHNICIAN

- Works for a credit card company.
- Provides technical support.
- Solves customers' problems over the phone.
- Works night shifts.



### SOFTWARE ENGINEER

- Works for a bank.
- Writes, tests, and debugs code.
- Updates security features and troubleshoots.
- Is responsible for a project team.



### WAREHOUSE MANAGER

- Works for a paper company.
- Receives shipments and checks quantities.
- Keeps records of inventory.
- Manages a database.



### QUALITY CONTROLLER

- Works for a pharmaceutical company.
- Collects and examines product samples.
- Analyses data and writes reports.

- 2 Look at the words in **blue** in the text. Find the word which means:

- 1 bargains, reaches agreement by discussion
- 2 parts of the working day
- 3 puts in the latest information
- 4 stocks of goods and materials
- 5 goods that are transported
- 6 finds and corrects faults and problems
- 7 keeps in good working order
- 8 specimens, small quantities of a product that show what the rest is like
- 9 looks at something closely to make sure it's OK
- 10 examines something carefully to understand and explain it.

- 3 In your opinion, which of these people:

- 1 travel the most and the least?
- 2 use computers the most?
- 3 work the longest hours?
- 4 don't need to wear special clothing?
- 5 sometimes work outside?
- 6 meet lots of different people?
- 7 need the most qualifications?
- 8 make the most money?
- 9 have the best and the worst jobs? (Why?)

- 4 Look back at the job descriptions in 1 and match the verbs and nouns that go together.

Verbs (actions)	Nouns (things)
1 to work for	a records
2 to work	b time
3 to keep	c code
4 to be responsible for	d a bank
5 to spend	e support
6 to solve	f night shifts
7 to debug	g problems
8 to provide	h a project team

- 5 What do you do at work? Write some sentences describing your job and read them to the class.

Example

*I work for ...*

*I'm responsible for ...*

*I spend a lot of time ...*

*I ...*

- 6 Work with a partner. Take turns to describe the jobs of people you know, for example, your boss, your husband / wife, your brother / sister, etc.

Example

A *What does your wife do?*

B *She's a laboratory technician. She works at a chemical company. She tests and analyses samples. She ...*

### Present Simple

Add **s** to the verb with **he, she, or it**.

*I work for a bank. She works for a bank.*

Use **do** or **does** to make questions.

*Do you work night shifts?*

*Does he work night shifts?*

- 7 Play a game with the class. One person thinks of a job. (It can be any job, for example, astronaut, truck driver, tax collector.) The others have to work out what the job is. They can only ask questions where the answer is **yes** or **no**.

Example

*Do you travel a lot?*

*Do you use a computer?*

*Do you work long hours?*

*Do you need to wear special clothing?*

*Do you work outside?*

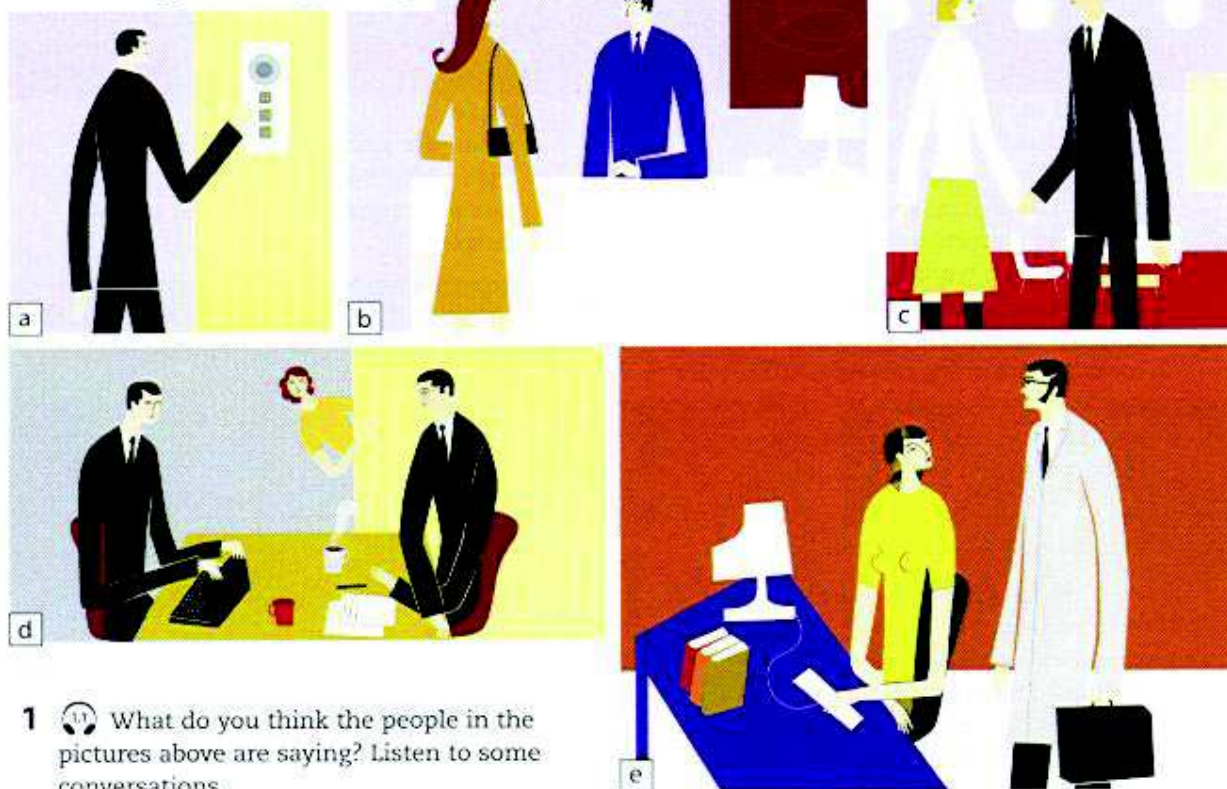
*Do you meet a lot of different people?*

*Do you need qualifications to do your job?*

*Do you make a lot of money?*



## Coming and going



- 1 What do you think the people in the pictures above are saying? Listen to some conversations.

- 1 Match each one to the correct picture.
- 2 Say if the people are arriving or leaving.

- 2 Listen to conversation 1 again.

- 1 Was the meeting successful? What do they say about it?
- 2 What do they say *Thank you* for?

- 3 Listen to conversation 2 again and complete the questions.

- 1 Did you have ..... finding us?
- 2 ..... a cup of coffee first?

Think of more questions to ask a visitor about their journey.

Think of more things to offer a visitor.

- 4 Listen to conversation 3 again.

- 1 Where's the woman's passport?
- 2 What other ID does she have?
- 3 What does she need to do?

What do visitors to your company need to do to pass through security?

- 5 Here is conversation 4, but it's in the wrong order. Number the sentences. Then listen again and check your answers.

- ☐ You're welcome.
- ☐ Do you want me to give you a lift?
- ☒ 1 Can I use your phone?
- ☐ I just need to call a taxi.
- ☐ Where are you going? To the station?
- ☐ Yes, go ahead.
- ☐ Yes.
- ☐ Could you? That's very kind of you.

- 6 Listen to conversation 5 again.

- 1 What does he need to do to enter?
- 2 Where's the office?
- 3 How does he ask for help? Complete the sentences.

I'm ..... I have three big boxes to ..... up.  
Can somebody ..... me a .....?

- 7** Complete some more conversations using phrases from the list.

Would you like of course	Could you Can I
Do you want a hand	I'm afraid
No, it's all right, thanks	I can manage
Do you want me to	please

- 1 A ..... hold this cable for me?  
B Yes, .....
- 2 A ..... with your bags?  
B Yes, .....
- 3 A ..... use your fax?  
B ..... it's broken.
- 4 A ..... call a taxi for you?  
B ..... I'll catch the bus.
- 5 A ..... some help?  
B Thanks, but I think .....

- 8** Work with a partner. Act out these situations.

	A	B
1	Ask B to help you carry some boxes up to the fourth floor.	Say yes.
2	Ask B if you can leave your laptop in their office.	Say no and give a reason.
3	You need to borrow a car this weekend. Ask B for theirs.	Say no and give a reason.
4	Tell B about a job you need to do this week.	Offer to help.
5	Tell B you need to go to the airport.	Offer to give A a lift.

- 9** Work with a partner. Take turns making a visitor welcome. Act out short conversations.

- 1 Greet your visitor when they arrive. Help them pass through security.
- 2 Find out if they would like coffee or something to eat.
- 3 Introduce them to your boss or another member of your team.
- 4 Offer to show them around your workplace.
- 5 It's time for them to leave. Find out if they need a taxi. Say goodbye.

- 10** Decide which replies are OK. (Sometimes more than one is possible.)

- 1 It's great to see you again!  
a It's great to see you, too.  
b Nice to meet you.  
c Thank you.
- 2 Thanks, that's very kind of you.  
a Not at all.  
b Please.  
c You're welcome.
- 3 I'd love a cup of coffee.  
a I get you one.  
b I'll get you one.  
c I'm afraid I only have tea.
- 4 How are you doing?  
a Not too bad, thanks. And you?  
b Fine, thanks. I've nearly finished.  
c I'm painting the garage door.
- 5 Oops! I'm sorry!  
a That's OK.  
b You're welcome.  
c No problem.
- 6 Is this your screwdriver?  
a Yes, it is.  
b Yes, of course.  
c Yes, do you want to borrow it?
- 7 Can I borrow your torch?  
a Yes, go ahead.  
b Yes, help yourself.  
c Yes, I can borrow it to you.
- 8 What do you do?  
a How do you do?  
b I'm in computers.  
c I'm replacing the disk drive.
- 9 I'll be getting along then.  
a Go ahead.  
b It was nice meeting you.  
c Thank you for coming.
- 10 Thanks for showing me around the plant.  
a Goodbye.  
b It was a pleasure.  
c It doesn't matter.