

63 Work: duties, conditions and pay

A What do you do?

People may ask you about your job. They can ask and you can answer in different ways:

What do you do? I'm (+ job) e.g. a banker / an engineer / a teacher / a builder

What's your job? I work in (+ place or general area) e.g. a bank / marketing

What do you do for a living? I work for (+ name of company) e.g. Union Bank, ICI, Fiat

Note: 'Work' is usually an uncountable noun, so you cannot say 'a work'. If you want to use the indefinite article you must say 'a job', e.g. She hasn't got a job at the moment.

B What does that involve? (= What do you do in your job?)

When people ask you to explain your work/job, they may want to know your main **responsibilities** (= your duties / what you have to do), or something about your **daily routine** (= what you do every day/week). They can ask like this: What does that (i.e. your job) involve?

Main responsibilities

I'm **in charge of** (= **responsible for**) all deliveries out of the factory.

I have to **deal with** any complaints (= take all necessary action if there are complaints).

I **run** the coffee bar and restaurant in the museum (= I am in control of it / I manage it).

Note: We often use **responsible for** / **in charge of** for part of something, e.g. a department or some of the workers; and **run** for control of all of something, e.g. a company or a shop.

Daily duties/routines

I have to **go to / attend** (*fml*) a lot of **meetings**.

I visit/see/meet **clients** (= people I do business with or for).

I **advise** clients (= give them help and my opinion).

It involves **doing** quite a lot of **paperwork** (a general word we use for routine work that involves paper e.g. writing letters, filling in forms, etc.). *Note* the **-ing** form after **involve**.

C Pay

Most workers are **paid** (= receive money) every month and this **pay** goes directly into their bank account. It is called a **salary**. We can express the same idea using the verb **to earn**:

My **salary** is \$60,000 a year. (= I **earn** \$60,000 a year.)

With many jobs you **get** (= receive) **holiday pay** and **sick pay** (when you are ill). If you want to ask about holidays, you can say:

How **much holiday** do you get? *or* How **many weeks' holiday** do you get?

The total amount of money you receive in a year is called your **income**. This could be your salary from one job, or the salary from two different jobs you have. And on this income you have to **pay** part to the government – called **income tax**.

D Working hours

For many people in Britain, these are 8.30–9.00 a.m. to 5.00–5.30 p.m. Consequently people often talk about a **nine-to-five job** (= regular working hours). Some people have **flexi-time** (= they can start an hour or so earlier or finish later); and some have to **do shiftwork** (= working at different times, e.g. days one week and nights the next week). Some people also **work overtime** (= work extra hours). Some people are paid to **do/work** overtime, others are not paid.

64 Jobs

A The medical profession

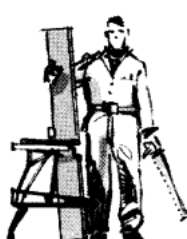
These people **treat** (= give medical treatment and try to solve a medical problem) and **look after** (= care for / take care of) others: **doctor**, **nurse**, **surgeon** (= a specialist doctor who works in a hospital and **operates** on people), **dentist**, and **vet** (= animal doctor). The word 'vet' is a short form for 'veterinary surgeon'.

B Manual jobs

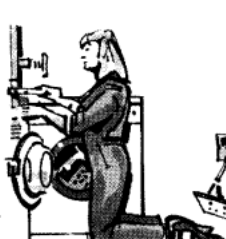
These are jobs where you work with your hands, and all the examples below are **skilled jobs** (= they need a lot of training).



bricklayer
(builds walls)



carpenter
(makes things using wood)



plumber
(fits and repairs water pipes, bathrooms, etc.)



electrician
(fits and repairs electrical things)



mechanic
(repairs cars)

C Professional people

<i>Job</i>	<i>Definition</i>
architect	designs buildings
lawyer	represents people with legal problems
engineer	plans the building of roads, bridges, machines, etc.
accountant	controls the financial situation of people and companies
university lecturer	teaches in a university
broker (stock market)	buys and sells stocks and shares

D The armed forces and the emergency services



soldier
(in the army)



sailor
(in the navy)



pilot
(in the air force)



police officer
(in the police force)



firefighter (in the fire brigade)

65 The career ladder

A Getting a job

When Paul left school he **applied for** (= wrote an official request for) a job in the accounts department of a local engineering company. They gave him a job as a **trainee** (= a very junior person in a company). He didn't earn very much but they gave him a lot of **training** (= organised help and advice with learning the job), and sent him on **training courses**.

Note: Training is an uncountable noun, so you cannot say 'a training'. You can only talk about training (in general), or a training course (if you want to refer to just one). Here you can use the verbs do or go on: I did / went on several training courses last year.

B Moving up

Paul worked hard at the company and his **prospects** (= future possibilities in the job) looked good. After his first year he got a good **pay rise** (= more money), and after two years he was **promoted** (= given a higher position with more money and responsibility). After six years he was **in charge of** (= responsible for / the boss of) the accounts department with five other employees (= workers in the company) **under him** (= under his responsibility/authority).

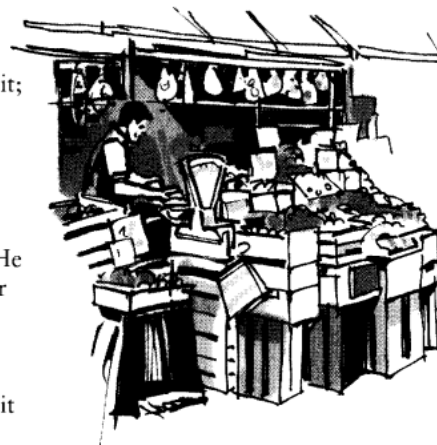
C Leaving the company

By the time Paul was 30, however, he decided he wanted a **fresh challenge** (= a new exciting situation). He was keen to work abroad, so he **resigned** from his company (= officially told the company he was leaving his job; you can also say 'he quit the company') and started looking for a new job with a bigger company. After a couple of months he managed to find a job with an international company which **involved** (= included) a lot of foreign travel. He was very excited about the new job and at first he really enjoyed the travelling, but ...

D Hard times

After about six months, Paul started to dislike the constant moving around, and after a year he hated it; he hated living in hotels, and he never really made any friends in the new company. Unfortunately his work was not satisfactory either and finally he was **sacked** (= told to leave the company / dismissed / given the sack) a year later.

After that, Paul found things much more difficult. He was **unemployed** (= out of work / without a job) for over a year. He had to sell his car and move out of his new house. Things were looking bad and in the end Paul had to accept a **part-time** job (= working only some of the day or some of the week) on a fruit and vegetable stall in a market.



E Happier times

To his surprise, Paul loved the market. He made lots of friends and enjoyed working out in the open air. After two years, he **took over** (= took control of) the stall. Two years later he opened a second stall, and after ten years he had fifteen stalls. Last year Paul **retired** (= stopped working completely) at the age of 55, a very rich man.