1. Works and jobs

Ex. 1

1. **I work on** the development
2. **I run the** development department
3. **I manage a team** looking at the possibilities in different countries
4. **One of my main responsibilities is** to make sure that…
5. I'm also **in charge of** financial reporting
6. I **deal with** a lot of different organizations
7. I'm **responsible for** planning projects from start to finish
8. I **work closely with** our foreign partners

Ex. 2

1. She **drives to work.**
2. The traffic is often bad and she worries about **getting to work** late,
3. but she usually **arrives at work** at around 9 in the morning
4. 'Luckily, I'm never ill', she says. 'I could never **take time off work**'.
5. She loves what she does and she's glad **to be in work.**
6. Some of her friends are not so lucky. They **are out of work.**

Ex. 3. Types of jobs and types of work.

A **full-time job** or a **part-time job.**
We say someone **works full-time** or **works part-time**
There is also
- a **permanent job** and a **temporary job** or
- **permanent work** and **temporary work**

1. *a part-time job*
2. A personal assistant needed for busy office, 9 am to 5:30 pm; *full-time work*
3. Experienced barman wanted, 8 pm until midnight; *part-time work*
4. Teacher needed for summer course, 1 to 31 August;
a temporary job
5. Salesman required for showroom - good prospects for right person; **permanent work**

(not ***a permanent work***)
6. Lawyer wanted for law firm - long hours, 4 weeks holiday per year; **a permanent job**

Ex. 4

I'm a software engineer and I **work full-time** in the IT department of a big organization. **I'm in charge of** the development of a new internal product that is supposed to help us to automate some processes.

My main responsibilities are to design the API, write the code and fix the bugs. I'm also responsible for writing **the documentation for the product**.

Usually I **leave for work** at 8 in the morning, but I've been working from home since the pandemic began. **The office is located not too far** from home, so it takes about 20 minutes to get to work by car. But if there is **a lot of traffic** I prefer to **travel by metro**. It takes 30 minutes longer if you use a car, however, you could **be stuck in traffic** much much longer.

So **if everything goes smoothly** I arrive at work by 8:30 am. After getting to work I usually have breakfast and start work at 9 am. Sometimes when I have a lot to do I'm asked **to work overtime**

Ways of working

Vocabulary

office worker	I'm an **office worker**
nine-to-five job	It's a **nine to five** job
swipe card	(a woman swiping a card) - I need my **swipe card** to get into the office - I need my swipe card to clock in into the office

working hours	- job with regular **working hours** - work **regular office hours** - do **regular office hours** - please, don't call **outside working hours**
clock in	- What time did you clock in this morning? - Clocking-in time is 9:00
clock out	I'm going to clock out at 4:00 pm today
flexitime	- 25% of employees work flexitime - There's a system of flexitime in my company
work flexible hours	- would you prefer to work flexible hours or normal hours
do flexible hours	- Software engineers usually do flexible hours
clock on	= clock in
clock off	= clock out
working shift	I **work in shifts**. I may be on the **day shift** one week and the **night shift** the next week.
work overtime **do overtime**	Sometimes the company ask us to **work overtime -** more hours than usual for more money
work long hours **do long hours**	Staying late at work without extra paying
to commute to work	- Most other people in my department **commute to work** every day -It's exhausting **commuting from** Brighton **to** London every day
work from home	I **work from home** and avoid the long journeys that some **commuters** experience every day

teleworking telecommuing	It means working from home and using the computer and the phone to communicate with other people

Words used in front of **"job"** and **"work"**

A. Interesting work that gives you positive feelings:
   a. satisfying
   b. stimulating
   c. fascinating
   d. exciting

B. The work that is not interesting
   a. dull
   b. boring
   c. uninteresting
   d. unstimulating

C. The work that involves doing the same thing again and again
   a. repetitive
   b. routine

D. The work is difficult and makes you tired
   a. tiring
   b. tough
   c. hard
   d. demanding

Exercises

Ex.1

1. b
2. d
3. a
4. f
5. c
6. e

Ex.2

1. Flight attendant

Obviously, my work **involves travelling** a lot. It can be quite physically **demanding**, but **I enjoy dealing with** customers, except when they become tired and **anxious about arriving**. This doesn't happen often, but **it can be frustrating** for us and the other passengers.

2. Teacher

I love my job. It's very **stimulating** and not at all **repetitive:** no two days are the same. The children are fine: you see them learn and develop. The parents can **be more of a problem**.

3. Accountant
I was good at maths at school and **I like working** with figures. But my job is **much less** boring and routine than people think. **The work involves** a lot of **human contact** and **teamwork**, working with other managers.

4. Software developer
You've got to think in a very logical way. There's a lot of teamwork between developers. The work can be **mentally tiring,** but it's very **satisfying** to write a program that works.

5. Postwoman
Of course, it involves getting up **quite early** in the morning. But I **like being out in the open air.** And you get a lot of exercise. I walk two or three miles every day.

Ex.3 Describing my way of working

I'm **a software developer**. I have **a nine-to-five job** with **flexible working hours**. I don't have to clock on, but I need my swipe card to get into the office.

My colleagues who work in the support department have to **work in shifts**, because we are providing 24 hours 7 days a week support to our customers.

At the moment I'm teleworking because of the pandemic, but we're gonna start working from the office in June. I'm so excited to get back into the office because I really miss communicating with colleagues. There's a lot of teamwork between developers, and I prefer human contact to communicating through webcam.

I do love my work, but sometimes it can be extremely tiring. It's tough work, I mean - mentally is tough, but it is very satisfying to write the program that eventually works.

Sometimes I have to deal with our customers, which I like least. It's not that simple to extract the information from them. Very often they just don't know what they actually need. And I'm glad that we're getting back to the office, because it's much easier to

communicate with them face to face.