

IT Matters: Unit 2

Part A:

IT job profiles

Situation: It's your first day as a software developer at Hillier Recruiting, a large recruitment company with its headquarters in Sydney, Australia. You learn about the working conditions and some of the jobs in the company.

→ You write a profile of yourself for your company's intranet.

1) Understanding working conditions

Sandra Grima from Human resources explains some of the working conditions at Hillier Recruiting to a group of new employees.

A) Listen and note the numbers Sandra gives for each of these aspects of the working conditions.

- 1) annual leave days 20
- 2) paid sick days per year 10
- 3) unpaid leave allowed per year 2 weeks
- 4) leave allowed to be saved 6 weeks
- 5) hours that employees must be working 10 am - 3 pm
- 6) latest time to be in office without permission 8 pm

B) Listen again and complete the sentence with the missing words.

Here at Hillier Recruiting, we're big believers in providing a work-life balance that suits each employee, so we try to offer flexible working conditions.

For example, you get 20 days of paid annual leave and can _____

take up to 10 days of paid sick leave. We also allow _____

you take an additional two weeks of unpaid leave each year and save up to six weeks of leave if you like longer holidays.

You can _____ work remotely if you choose to, which means that you don't have to _____ be in the office every day but you must _____

co-ordinate the days that you work from home with your boss.

Although we offer flexible start and finish times, you can't _____ start and finish at any time of day and you have to _____ be working

between 10 a.m. and 3 p.m. In addition, you may not _____ be in the

office after 8 p.m. without permission. You may take up to one hour for lunch.

In the office you don't have to wear formal clothing but your clothes have to be neat. You can wear jeans and a clean T-Shirt, if you like – the IT department is quite casual – but you mustn't wear shorts.

C) Summarize the things you are allowed to do and the things you are not allowed to do at Hillier recruiting

Grammar: Modals and their substitutes - Expressing permission and obligation

Things you are allowed to do	Things you are not allowed to do
Work from Home Wear casual clothes	Talk about company secrets damage company property connect USB drives
Things you must / have to do	Things you don't have to do
Work leave your workplace / environment clean Fill in Timesheet	wear formal clothes Go to work

2) Talking about working conditions...

3) Working with a team

- A) You have joined an IT project that is delivering new functionality to the job application system at Hillier Recruiting. You look up the profiles of the other team members on the company intranet.
Write phrases from p.18/exercise A as responsibilities and say which of the three roles of the following profiles they belong to. Use the information from the profiles on page 17 and the language box "Describing responsibilities" on page 18 (or page 151) to help you.
- B) Also, which of the standard documents listed on p.18, that are part of a software project, belong to which job profile. List the names of the standard documents with the corresponding job profile. Explain your answers.

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IT job profiles



Software tester: Akio Ishikawa

A software tester has the responsibility to ensure that software meets the requirements and it's up to him to create scenarios and test data

Standard documents? test scenarios, defect reports, test plan



Project manager: Patricia Ganley

A project manager makes sure that the project is delivered on time and at the cost expected

She is also responsible for removing obstacles for the project team

She also has to co-ordinate all teams in project

Standard documents? project timeline, project costs, project plan



Software developer: Saurabh Chawlah

A software developer is responsible for explaining code with detailed comments, it's also his job to debug his own code.

A software developer is also in charge of fixing defects raised by testers

Standard documents? code comments, interface specification

4) Write a profile of yourself in English for your training 's intranet (see p.18)

Grammar: Verb + infinitive or -ing form p.165 - Talking about likes and dislikes

Name:	<u>Marius Roßgotterer</u>
Job title:	<u>IT specialist in application development</u>
Responsibilities/Documents you write:	
• I am responsible for	<u></u>
• It is my job to	<u></u>
Who I work with	
• I work with	<u>my team</u>
• I have a close relationship with	<u>my mentor</u>
• I provide updates to	<u>my mentor</u>
Ways of working preferences	
• I prefer	<u>to work from home</u>
• I like	<u>working with people</u>
• I am more comfortable	<u></u>

For your notes:



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Unit 2: Working conditions & standard documents (Part A)

A Working conditions. Find modal verbs that have the same meaning as the underlined verbs.

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| 1 You <u>are allowed to</u> take an hour for lunch. | You <u>may</u> take an hour for lunch. |
| 2 You <u>are not allowed to</u> wear shorts. | You <u>mustn't</u> wear shorts. |
| 3 But you <u>may</u> wear jeans and a clean T-shirt. | But you <u>can</u> wear jeans. |
| 4 You <u>have to</u> wear neat clothing. | You <u>must</u> wear neat clothing. |
| 5 You <u>need to</u> be in the office every day. | You <u>have to</u> be in the office every day. |

B Translate the phrases by completing the missing words.

English

- Deliver on time
- Create scenarios
- Explain code
- Raise a problem
- take leave
- Commute to work
- Take work home
- work remote
- Seperate work and family life

German

- termingerecht liefern*
- Szenarios erstellen*
- Code erklären*
- auf ein Problem aufmerksam machen*
- Urlaub nehmen*
- zur Arbeit pendeln*
- Arbeit mit nach Hause nehmen*
- von zu Hause aus arbeiten*
- Arbeit und Familie trennen*

C Match the words, then translate the names for standard documents.

1 test	2 code	3 defect	4 project	5 interface
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a specification	b reports	c costs	d comments	e scenarios
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- | | |
|--------------------------------------|----------------------------|
| 1 <u>e</u> Testszenario | 2 <u>d</u> Code Kommentare |
| 3 <u>b</u> Fehlerbericht | 4 <u>c</u> Projektkosten |
| 5 <u>a</u> Schnittstellenanforderung | |

Quizlet Set: Unit 02 A IT job profiles

https://quizlet.com/_9bv5v6?x=1jqt&i=1enzap