

## A Different jobs

Job	What does he/she do for a living? (= What's his/her job?)
hairdresser	a person who cuts people's hair <b>hairdressing</b> <i>n</i>
mechanic	a person who repairs <b>engines</b> (= a machine that makes things move), especially in cars and lorries
photographer	a person who takes photographs/photos <b>photography</b> <i>n</i>
chemist SYN pharmacist	a person who prepares and sells <b>medicines</b> (= special liquids or tablets that help you get better when you are ill)
travel agent	a person who <b>makes</b> travel <b>arrangements</b> for people and works in a <b>travel agency</b> (An <b>agent</b> is a person who does business for another person.)
estate agent	a person who buys and sells homes for people
postman postwoman	a person who <b>delivers</b> (= takes sth to the place it must go to) letters and packages to people's homes
importer exporter	a person who <b>imports</b> goods (= buys sth from another country to sell in your country) <b>import</b> <i>v, n</i> OPP <b>export</b> <i>v, n</i>
priest	a person who <b>performs</b> religious ceremonies in some religions
sailor	a person who works on a ship; a person who <b>sails</b> a boat (= travels on water on a ship or boat)

## 1 Are these sentences true or false? Write T or F. Correct the sentences that are false.

- ▶ A hairdresser cuts hair. T
- 1 An estate agent sells holidays. .... 6 A mechanic repairs roads and bridges. ....
- 2 A chemist sells medicines. .... 7 A priest marries people. ....
- 3 An importer exports goods to sell. .... 8 A postman delivers new furniture. ....
- 4 A photographer takes pictures. .... 9 An exporter lives abroad. ....
- 5 A travel agent arranges flights for people. .... 10 A sailor sometimes sleeps on a ship. ....

## 2 Complete the sentences.

- ▶ I export ..... wool from Wales, mostly to countries in the Far East.
- 1 What does your father do for a ..... ?
- 2 The ..... agent showed us several nice flats.
- 3 I asked the ..... not to cut too much off.
- 4 The travel ..... talked to us about holidays in Estonia and Lithuania.
- 5 The postwoman ..... the letters to the wrong house.
- 6 I believe he ..... silver jewellery from abroad and sells it in his shops.
- 7 There was something wrong with the ..... , so the mechanic had a look at it.
- 8 The ..... in our church is a wonderful man.
- 9 I asked the ..... to recommend something for a bad back.
- 10 I've been an ..... for years: I buy things in France, then sell them here in the UK.
- 11 She works in a travel ..... with offices all over London.
- 12 I've always been interested in ..... . I take hundreds of photos.

## 3 ABOUT YOU Write your answers, or talk to another student.

Which jobs above:

- need a lot of training? .....
- don't need a lot of training? .....
- need some creativity? .....
- would you like to do for a living? .....



## TEST YOURSELF

## B Job responsibilities

**Malala** Amy, I know you work in reception at the sports centre, but **what does that involve?**

**Amy** Well, one of my main **duties** is to **greet** customers, and I'm **in charge of** customer **bookings** – I do quite a lot of that on the phone, and sometimes organizations want to **hire** our pool for an event, for example. But I also have to **deal with** a certain number of **complaints** from customers.

**Malala** Oh, that sounds fun!

**Amy** Well, it's OK most of the time. And, of course, in an **emergency**, I have to **make sure** that people get out of the building quickly so that everyone is safe.



### GLOSSARY

<b>What does your job, etc. involve?</b>	= What do you have to do in your job, etc?
<b>duty</b>	sth you must do because it is part of your job
<b>greet</b>	say hello when you meet sb
<b>in charge (of sth/sb)</b>	in a position of control over sth/sb SYN <b>responsible for sth/sb</b>
<b>booking</b>	an arrangement to do sth or have sth: <b>make a booking</b>

<b>hire</b>	pay money to borrow sth for a short time
<b>deal with sth</b>	take suitable action in a situation in order to solve a problem
<b>complaint</b>	a statement that you are not happy with sth: <b>make a complaint; complain v</b>
<b>emergency</b>	a sudden dangerous situation when people need help quickly
<b>make sure</b>	check sth so that you can be certain about it

#### 4 Tick the phrases that describe the duties a hotel receptionist could have.

- |  |   |   |
|--|---|---|
| ▶ answer the phone <input checked="" type="checkbox"/>   | deal with requests <input type="checkbox"/> | make a complaint <input type="checkbox"/> |
| be in charge of the keys <input type="checkbox"/>        | have an emergency <input type="checkbox"/>  | hire a room <input type="checkbox"/>      |
| be responsible for the bookings <input type="checkbox"/> | greet somebody <input type="checkbox"/>     |   |

#### 5 Complete the dialogues.

- ▶ Do customers come to you for help? ~ Yes, I have to make sure they're happy.
- 1 Were the customers pleased? ~ No, not at all. Some of them .....
  - 2 What did you do about the situation? ~ As soon as I had ..... with one problem, another came along!
  - 3 Does the manager decide what you have to do? ~ Yes, that's one of his .....
  - 4 Who's in ..... of reception when you're not there? ~ My colleague, Jan.
  - 5 I've got a new job in an estate agency. ~ Really! What does that ..... ?
  - 6 Are you ..... for the whole department? ~ No, just my office.
  - 7 We had an ..... last week: someone fell out of a window. ~ Oh, my goodness!
  - 8 Did you take your car to the island? ~ No, we ..... one when we got there.

#### 6 Complete the text.

I've worked in a tourist information office in Liverpool for two years. I ▶ greet people when they come in, but the job (1) ..... lots of different things. My main (2) ..... is to help with tourist accommodation, and (3) ..... with any problems that customers may have. And recently I was made (4) ..... for the Beatles tour: I organize trips to the houses where John Lennon and Paul McCartney used to live as children, and I have to make (5) ..... everything goes well. Of course, it doesn't always go well, and then people make (6) ..... You can't please everyone!



## A The armed forces



If you join **the armed forces**, you will be **serving** your country, but it is important to remember that the forces also provide a good **career structure**. Young men and women can receive **advanced technical** training in a variety of **fields** that can help them to develop a wide range of **skills**. An added **benefit** of this is that when you eventually leave the forces, you will have more experience and better **qualifications** than before you joined, and the opportunity to go on to another interesting career.

### GLOSSARY

<b>the (armed) forces</b>	a country's soldiers who fight on land (the <b>army</b> ), at sea (the <b>navy</b> ), or in the air (the <b>air force</b> )
<b>serve</b>	do work for other people
<b>structure</b>	the way that the parts of sth are put together and organized
<b>advanced</b>	for sb who is already of a high level: <i>an <b>advanced</b> English class</i>
<b>technical</b>	connected with the practical use of machines, methods, etc. in science and industry
<b>field</b>	an area of study or knowledge: <i>the <b>field</b> of medicine</i>
<b>skill</b>	a particular ability or type of ability
<b>benefit</b>	sth that is good or helpful <b>benefit</b> v
<b>qualification</b>	an exam you have passed or a course you have finished

### SPOTLIGHT *career, job, profession*

A **career** is the series of jobs you have in a particular area.  
*a **career in the army/publishing/teaching**, etc.*

A **job** is any work you do to earn money.

▪ *I got a **job** as a designer with ABC Designs.*

A **profession** is a job with a high level of training and/or education.

*the **medical/teaching/legal profession***

### 1 Underline the correct or best answer.

► A job/career in medicine.

- 1 What are the **benefits** / **qualifications** of working as a team?
- 2 Making a **cake** / **mistake** is a skill.
- 3 You need technical knowledge to understand **poetry** / **computer systems**.
- 4 **Teaching** / **Bus driving** is a profession.

5 **Advanced** / **Elementary** courses are at a low level.

6 **Two years in the army** / **A university degree** is a qualification.

7 The **navy** / **army** work on ships or submarines.

8 I worked in the **field** / **job** of training and communication systems.

### 2 Complete the words in the text.

After I leave university, I would like to join the armed ► forces . I have always wanted a (1) \_\_\_\_\_ as a pilot, and the (2) \_\_\_\_\_ has a very good career (3) \_\_\_\_\_. It would also be an opportunity to (4) \_\_\_\_\_ my country. I already have some experience of flying, but in the air force, you learn to fly a range of different aircraft: that is one of the great (5) \_\_\_\_\_. As a result, you get a very (6) \_\_\_\_\_ level of (7) \_\_\_\_\_ training, and the opportunity to develop a wide range of different (8) \_\_\_\_\_. If I trained as an air force pilot, I would have the (9) \_\_\_\_\_ and experience that I need in later life.

### 3 ABOUT YOU Write your answers, or talk to another student.

- 1 Would you like a career in the armed forces? .....
- 2 If you were in the forces, would you prefer the army, the navy or the air force? .....
- 3 What qualifications do you have? .....
- 4 Are there other qualifications you would need or like to have? .....
- 5 Are there other skills you would like to have? .....
- 6 Do you want a career in just one profession, or would you prefer to work in different fields? .....

### TEST YOURSELF

## B A working life

I left school with very few qualifications. It was a time of high **unemployment**, but I got a job as a postman. However, it's not an **occupation** with a real career structure, so I soon left. I was **unemployed** for a while, but I finally **managed to** get a job in an engineering company. I worked really hard, and within two years I was **promoted**. The company then paid for me to do a two-year **diploma** in mechanical engineering, which was good for my **CV**. And by my late 30s, I was **appointed assistant manager** of a company in a nearby town, where I **remained** for the rest of my working life. I **retired** last year.

### SPOTLIGHT *employment*

**Employment** is having a job you are paid to do.

- It is hard for young people to find **employment** at the moment.

**Unemployment** is when there are not enough jobs for the people who want to work. **unemployed** *adj*

### GLOSSARY

<b>occupation</b> <i>formal</i>	job
<b>manage (to do sth)</b>	be able to do sth, often sth difficult
<b>promote</b> (often passive)	give sb a better job at a higher level in a company <b>promotion</b> <i>n</i>
<b>diploma</b>	a course of study. At the end of it you receive a piece of paper that shows you have passed an exam or finished the course.
<b>CV</b> (short for <b>curriculum vitae</b> )	a written list of your education and work experience that you send when you are trying to get a job
<b>appoint</b>	choose sb for a job <b>appointment</b> <i>n</i>
<b>assistant</b>	having a position below that of a senior person and helping them in their work: <b>an assistant manager</b>
<b>remain</b> <i>formal</i>	stay in the same way or place; not change
<b>retire</b>	stop working because you are a certain age (usually 65 or older) <b>retirement</b> <i>n</i>

4 Is the pronunciation of the underlined sounds the same or different? Write **S** or **D**. Use the **app** to help you. Practise saying the words.

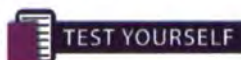
- |                           |                |                            |       |
|---------------------------|----------------|----------------------------|-------|
| ▶ appoint / employment    | <u>S</u> ..... | 4 promote / appoint        | ..... |
| 1 occupation / diploma    | .....          | 5 occupation / manage      | ..... |
| 2 diploma / retire        | .....          | 6 assistant / unemployment | ..... |
| 3 curriculum / occupation | .....          | 7 manage / remain          | ..... |

5 Good news? Bad news? Not sure? Write **G**, **B** or **not sure**.

- |   |                |
|---|----------------|
| ▶ They've appointed me.                         | <u>G</u> ..... |
| 1 They've promoted me.                          | .....          |
| 2 They didn't want my CV.                       | .....          |
| 3 I remained with the company.                  | .....          |
| 4 I was unemployed.                             | .....          |
| 5 I had to retire.                              | .....          |
| 6 I got my diploma.                             | .....          |
| 7 I was manager, but now I'm assistant manager. | .....          |
| 8 Unemployment is going down.                   | .....          |

6 Complete the sentences with a single word.

- ▶ I did well and I was soon promoted ..... (given a better job)
- 1 I was pleased when they ..... me. (chose me for the job)
- 2 It was difficult but I ..... to finish the work on time. (was able)
- 3 He asked me for my name, address and ..... (the job I did)
- 4 I've never been ..... (without a job)
- 5 I thought about leaving but I've decided to ..... (stay in the same place)
- 6 After five years, I was made ..... manager. (helper to the manager)
- 7 I've got a ..... in Business Studies. (a course followed by an exam)
- 8 I ..... when I was 65. (stopped working)
- 9 There are problems with ..... in my town. (not enough work and jobs)
- 10 I've sent in my ..... to the company. (a list of my education and work experience)



## Applying for a job with Decom GB

You can apply for any advertised **position**. We never **discriminate** on the **basis** of age, sex or race.



## Work permits

For jobs in the UK, you will usually **require** a UK **work permit**. For jobs outside the UK, the local Decom office will **advise** you about the permit you may need.

## Closing dates

Your **application** must reach us by the advertised closing date. Online applications will **receive** an **automatic** reply.

## Selection process

If we would like you to **attend** an interview, we will **contact** you. At that time, and if **requested**, we will also consider other skills you may have or need. If you are not invited to attend an interview, we will contact you and, wherever possible, explain why your application was unsuccessful.

If you are the successful **candidate**, and we have received **satisfactory references**, we will offer you the position. We **shall** also **require confirmation** that you are medically fit to do the job and have the necessary permit/visa.

### GLOSSARY

<b>discriminate</b> (in favour of / against sb)	treat one person or group better/ worse than another in an unfair way
<b>basis</b>	the principle or reason behind sth: <b>on the basis of sth</b>
<b>sex</b>	the state of being either male or female <b>SYN gender</b>
<b>race</b>	one of the groups into which people can be divided according to the colour of their skin, their hair types, the shape of their face, etc.
<b>work permit</b>	an official document which says you are allowed to work in a particular country
<b>advise</b>	tell sb the best thing to do <b>advice n [U]: give sb (some) advice</b>
<b>application</b>	a formal written request for sth (often a job or course), usually using an <b>application form</b> ; <b>apply (for sth) v</b>
<b>automatic</b>	If sth is <b>automatic</b> , it can work by itself without people controlling it. An <b>automatic</b> reply usually comes from a computer.
<b>selection</b>	the process of choosing the thing or person you like best <b>select v formal SYNS choice n; choose v</b>
<b>process</b>	a number of actions, one after the other, for doing or making sth
<b>contact</b>	phone or write to sb <b>contact n</b>
<b>candidate</b>	a person who makes a formal application for a job
<b>satisfactory</b>	good enough for a particular purpose
<b>reference</b>	a statement or letter which describes sb's character and ability to do a job. A person who writes this is a <b>referee</b> .
<b>confirmation</b>	a statement in writing which says that sth is true or accurate <b>confirm v</b>



### SPOTLIGHT formal language

In a written text like this, some language will be formal. For example:

- position** = job
- require** = need
- receive** = get
- attend** = go to/for sth
- request** = ask for sth **request n**
- shall** = will

The words in bold are more formal than the alternatives, which we would normally use in spoken English.