

VOCABULARY

JOBS

1. *Being on a job*

➤ **to be in** | business
education
medical science
food industry

➤ **to work in** | food processing
modelling
marketing
publishing
advertising

➤ **to work for** | British Petroleum
the Times
IBM
Central Bank

➤ **to establish the reputation of** | an efficient worker
a skilled employee
a qualified specialist

➤ **to be a top trouble shooter**
to cope with difficulties

➤ **to get serious about** | modelling
designing
computing

➤ to do a correspondence course **with** a college

2.

Duties in a job

- He is

responsible for	food supplies designs of clothes public relations in the company
in charge of	the accounts department personnel department advertising department loan department in a bank public relations department

- He is

responsible for	17 officers many clerks employees trainees
in charge of	

- **He runs**

a chain of shops a restaurant a bank a big company an insurance company a hotel a travel agency
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- The job involves

a lot of	travelling dealing with people public speaking
some	spontaneous decisions
a considerable	doing paperwork
number	team work city driving

3. **Pay**

- **a salary** – pay for people who have professional education
- **(a) wage** – (usually plural) for workers *His wages are 100\$ a week.*
- **a fee** – usually received by lawyers, doctors, writers and people of other creative professions
- **an income** – pay one gets from all the jobs he may have during the year, the total amount of money
- **income tax** – is paid on the income you get

a pay rise	a 7% pay(wage) rise
a wage rise	

- to get **a bonus**

- to get | **holiday pay**
sick pay

- to be on | **sick leave**
to take | **maternity leave**

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

4. **Working Hours**

- a nine-to-five job/to work nine-to-five
- to work flexi-time/to be on flexi-time

- to match people to jobs (scientifically)
- to be well suited **to** a job
- to suit smb. (about a job) *Does the job suit you?*
- to suite the requirements of one's personality

➤ **to look for a career in** | the medical field
education

➤ **to apply for a job as** | assistant manager
junior clerk
manager of a department

- to go to a job interview
- to have an interview for a job as (personnel consultant)
- to have | references
to produce
- to fill in an application form

- an employment agency
- a job agency
- a job placement specialist
- a list of job openings/vacancies

➤ **to give smb. a job as** | (a) junior clerk
to be given a job as | (a) trainee (a junior person who is given
help, advice and training)

- **to offer smb. a job**
- **to take on a job** (includes the idea of personal responsibility)
She doesn't feel ready to take on this challenging job.

➤ **to find** | a job **with** | a big company
to look for | a small agency

8. ***Moving up the career ladder***

- to make first steps to fame and fortune
- to invest (enough) efforts in one's job
- to do smth. to the best of one's abilities
- to move up the career ladder
- the prospects are good
- to have prospects of promotion

- to be promoted (to the post of...)
- to have a high-powered job
- to have ... people working under ... *He has 15 employees working under him.*
- to get/to move to the top

9. Benefits of a job/Attractive aspects of a job

- health insurance
- paid vacation
- paid holidays
- company pension
- sick leave, maternity leave
- a subsidized canteen
- prospects of promotion
- sports facilities

10. Descriptions of jobs

- rewarding/gratifying
- challenging
- interesting
- high-powered
- suitable
- repetitive
- boring/mundane
- a dead-end job (with no prospects of promotion)

11. The staff

- well-trained staff
- a boss
- an employer – the owner, the boss the one who employs people, gives them work
- an employee
- junior employees
- to supervise the work of...
- to be | responsible **for** | 17 employees
| in charge **of** |
- to work under smb.
- to work under pressure

12. Professional skills required in a job

- to be qualified to do smth.
- to be well-suited to a job
- to be (more) suited to design
- the job requires management training
- **to have good**

administrative communication computer interpersonal managerial financial leadership		skills
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- to have the ability to work as part of a team
- to be team-oriented
- to have qualities of leadership
- to have educational and employment experience

13. Features of character

- You are required to have a lot of (a bit of)

requires a lot of needs a bit of		determination patience intelligence reliability charm loyalty commitment creativity talent energy common sense
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- The job

14. Adjectives characterizing people of different jobs

- **You are required to be**

an active type of person a down-to-earth person a(n) (un)conventional person a bossy person a trouble-shooter		flexible dominating creative inventive
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- **You have to be**
- **In this job you need to be**

skilled
physically (emotionally)strong
quick thinking
flexible

Preferences

- to like tasks requiring a lot of physical and mental energy
- to enjoy being challenged by new tasks
- dealing with complicated tasks would appeal to me
- thinking up new ideas would appeal to me
- to prefer doing practical tasks to smth. else
- your interest in (history) will be better catered for in the ... field
- to feel at home in a job involving...

15. Ways of acting in a job

- to make spontaneous decisions
- to follow traditional methods
- to be bored by mundane tasks
- to do things one's way
- to work under pressure
- to cope with difficulties
- to solve problems by intuition and personal feelings

16. Ways of thinking

- to be an original thinker
- to be inventive
- unconventional decisions aren't my strong point
- to predict results
- to be good at traditional solutions
- clear and distinct thought is important to me
- to be full of creative ideas
- thinking up new ideas
- to be obsessed with work

17. Ways of mixing with other people

- to be good at persuading people
- to be confident in one's dealing with other people
- to enjoy being a leader
- to have qualities of a good leader

- to practise qualities of leadership
- to be persuaded by majority opinion
- to feel comfortable in most social situations
- to feel anxious in a new group of people
- to dominate in collective decisions