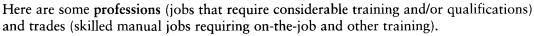
Work

Some job-titles are found in a wide range of different workplaces. The broad meanings are given here. The right-hand page exercises will help you work out more precise meanings.

director (member of the board of a company) executive /1g'zekjətiv/ (important person who makes big decisions) administrator (person who runs the office day-to-day) clerk /klaːk/ (ordinary office worker) skilled worker (trained to do specific tasks, e.g. building a computer) unskilled worker (doing a job that needs no training) labourer (does hard, physical work) receptionist (visitors must check in with them) public relations officer (gives information to the press, TV, etc. about the company) safety officer (makes sure machines, etc. are not dangerous to use) security officer (makes sure thieves/criminals cannot enter) union representative (looks after the staff's interests) economist (expert in financial matters) personnel officer (takes care of administration for new and existing employees) sales assistant (sells goods to the public) education officer (organises training, classes, etc. for employees) researchworker (investigates and develops new products) supervisor (makes sure workers are doing their job properly)



lawyer dentist hairdresser mechanic architect /'a:kitekt/ priest farmer vet librarian **physiotherapist** /fiziəo'θerəpist/ child-minder firefighter police officer accountant engineer scientist chef / [ef/ civil servant tailor/dressmaker plumber designer builder carpenter

Collocations of words connected with work

It's not easy to get/find work round these parts. I've been offered work / a job in Paris. What d'you do for a living? I'm in publishing/banking, etc.

It's hard to make a living as a freelance writer. [earn enough money to live comfortably] She's not prepared to take on that job. [suggests 'having personal responsibility']

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to do shift-work or to work shifts [nights one week, days the next week]
to be on flexi-time [flexible working hours]
                                                                             hours of work
to work nine-to-five [regular day work]
to go/be on strike [industrial dispute]
to get the sack [thrown out of your job]
to be fired [more formal than 'get the sack'; often used as a direct
  address: 'You're fired!']
to be made redundant thrown out, no longer needed]
                                                                             not working
to be laid off [more informal than 'made redundant']
to give up work [e.g. in order to study]
to be on / take maternity (woman) or paternity (man) leave
  [before/after the birth of a baby]
to be on / take sick leave [illness]
to take early retirement [retire at 55]
to be a workaholic [love work too much]
                                                                             other useful
to be promoted [get a higher position]
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expressions

to apply for a job [fill in forms, etc.]

Exercises

44.I Which of the job-titles in A opposite would best describe the following?

- 1 The person who represents the workers' interests in disputes with the management in
- 2 A person who has a high (but not the highest) position in a company and whose job it is to make important decisions.
- 3 An important person in a company who sits on the board.
- 4 A worker whose job requires no special training, for example, an office cleaner.
- 5 A person generally in charge of the day-to-day organisation of a company/department.
- 6 The person who makes sure there are no risks of accidents from machinery, etc.
- 7 A person whose job it is to keep an eye on the day-to-day work of other workers.
- 8 A person who does hard physical work.
- 9 The person who handles applications for vacant posts.
- 10 The person who gives out information to the press for a company.
- 11 The person who makes sure all the doors and windows have good locks on them.
- 12 The person you first speak to when you arrive at a company as a visitor.

44.2 Using the expressions in C opposite, say what you think has happened / is happening.

EXAMPLE I'm not working now; the baby's due in 3 weeks. She's an maternity leave.

- 1 I lost my job. They had to make cutbacks.
- 2 He's enjoying life on a pension, although he's only 58.
- 3 One week it's six-to-two, the next it's nights.
- 4 They've made her General Manager as from next month!
- 5 I was late so often, I lost my job.
- 6 I get in at nine o'clock and go home at five.
- 7 Your trouble is you are obsessed with work!

44.3 Whose job do these things belong to?

EXAMPLE bucket ladder leather window deaner

- 1 board overhead projector chalk 4 make-up script microphone
- 2 scalpel mask forceps forseps
- 5 tractor plough barn
- 3 fax machine filing cabinet stapler 6 sewing machine scissors needle
- 44.4 Would you call the following a trade, a profession or an unskilled job?
 - 1 vet 3 plumber
- 5 electrician
- 7 cleaner

9 refuse collector Tests

2 chef

4 architect 6 dressmaker 8 tailor

10 lawver

44.5 Fill in the collocations.

Since I have to earn a(2) somehow, I'll have to get(3) wherever I can

44.6 Think of five people you know who work for a living. Can you name their jobs in English? If you cannot, look them up in a good bilingual dictionary, or in a thesaurus.