



# Work

Lesson code: TQAS-UV88-SNZ

UPPER INTERMEDIATE +

## 1 Jobs and people

Study the descriptions of people who are good at their jobs. Decide what each person does for a living (choose the most likely jobs from the list below).

a builder

a lawyer

a sales rep

a carpenter

an accountant

a secretary

a company director

an architect

a therapist

a firefighter

an electrician

a university lecturer

1. Paul is very good with his hands. He possesses good critical thinking and problem-solving abilities, and he can easily operate handheld power tools such as drills and saws.
2. Sara has excellent communication skills. She's also good at **following up** on prospective customers and knows exactly when to **push**.
3. Andrea is very **empathetic** and a good listener. This helps her provide the best treatment for her clients.
4. James is an excellent motivator. He has a way of **getting the most out of** his subordinates and inspiring them to work hard and develop the company.
5. Catherine has very good **sketching** skills and an excellent sense of design. She also possesses solid technical abilities and is able to integrate mechanical, electrical and structural elements into her designs.
6. Mike is not only brave and physically fit — he's also a very good communicator. He's able to **keep a cool head** under pressure and calm frightened victims.
7. Shelly is highly detail-oriented. She possesses **an aptitude for numbers** as well as good analytical and computer skills.
8. Daniel has excellent interpersonal skills and is very persuasive. He also possesses good public speaking skills and is very comfortable addressing a room full of people.

## 2 Key words

Look at the sentences above and find a word or phrase in bold which means ...

1. keep calm, not lose control \_\_\_\_\_
2. maintaining contact with somebody after the initial contact: \_\_\_\_\_
3. put pressure on somebody in order to persuade them to do something: \_\_\_\_\_
4. able to understand and share another person's experiences and emotions: \_\_\_\_\_
5. a skill, ability or talent with numbers \_\_\_\_\_
6. making people achieve the greatest output of work \_\_\_\_\_
7. drawing images of things \_\_\_\_\_



### 3 Describing jobs

Match the descriptions to their opposites.

- |   |  |
|---|--|
| 1. It's very tedious.                             | a. It's a piece of cake.               |
| 2. It's well-paid.                                | b. It's badly-paid.                    |
| 3. You work long hours.                           | c. It's exciting and interesting.      |
| 4. It's very tough.                               | d. It's very safe.                     |
| 5. It can get really hectic.                      | e. There's hardly anything to do.      |
| 6. You are always in the company of other people. | f. You can go home early.              |
| 7. There are lots of occupational hazards.        | g. You don't need a degree or diploma. |
| 8. You need to be highly qualified.               | h. You feel very isolated.             |

In pairs, take turns to describe a job from Exercise 1. Your partner must try to guess the job.

### 4 Talking about work

Match the expressions on the left with words on the right.

- |                                |  |
|--------------------------------|--|
| 1. I work as a                 | a. answering the phone/cooking meals/training salesmen/teaching children         |
| 2. My responsibilities include | b. barman/sales manager/doctor/flight attendant/nurse/teacher                    |
| 3. It's my job to              | c. excellent interpersonal skills/an aptitude for numbers/public speaking skills |
| 4. You need to possess         | d. really fascinating/challenging/tedious/monotonous                             |
| 5. The work can get a bit      | e. sell houses/arrange meetings/design websites/repair cars                      |
| 6. I find my job               | f. stressful/hectic/boring/dangerous/exhausting                                  |

Work with a partner. Interview each other about your jobs. Use the questions below and your own ideas. If you don't have a job, invent one.

- What do you do?
- What are your responsibilities?
- What skills or qualifications do you need?
- What's your job like?
- What do you enjoy about it?
- What are the drawbacks?
- Are you good at your job? Why?/Why not?



**5 Work idioms**

In pairs, study the underlined idioms below. Match them to the definitions.

1. My boss does all the traveling. Unfortunately, I have to do all the dirty work.
  2. James is out of work at the moment. He's hoping to get a job by the end of the month.
  3. All right, enough chatting. Let's get down to business.
  4. The deadline is very soon, so we have our work cut out.
  5. He decided to leave the company because he was very ambitious and felt stuck in a dead end job.
  6. You must start coming to work on time, otherwise you might get the sack.
  7. It took me a month to learn the ropes at my new job. In the end, I became familiar with all the different tasks.
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- a. a job that has no chance of promotion or advancement
  - b. be dismissed from your job
  - c. begin seriously doing what you need to do
  - d. have something very difficult to do
  - e. learn how to do something until you are comfortable with it
  - f. unemployed
  - g. unpleasant or uninteresting work

Now make your own sentences with each idiom.

