



- ◊ Read scripts describing three jobs
- ◊ Review expressions for describing jobs

Starting Off

- 1 Read the scripts of three people talking about their jobs. Notice the vocabulary used.
- 2 Review **Key Expressions** for describing a job and responsibilities.

Martina - Yoga teacher



I'm self-employed. I own my own Yoga Centre in Paris. However, **I also give** group lessons to employees in large companies at lunch time. It helps them to relax after a busy morning and to deal with the stress of their workload more efficiently. At the moment, **I'm working on** a project with the Works Council of a large international company to help improve the staff's well-being and stress management.

Douglas - IT technician



I work for a small law firm located in Bordeaux. **I'm in charge of** the IT system. Most of **my work consists of** monitoring the computer processing systems, installing software and performing tests on computer equipment and programs. **I often deal with** operating problems and **I** sometimes **work on** maintenance. As it's a small law firm, I also teach the staff how to use the programs. **My working day** is very busy, but **I enjoy doing** a wide variety of tasks.

Charles - Development manager



I work for a leading multinational company in the food industry based in Paris. **I'm responsible for** developing business with potential partners in China and other Asian countries. **My job involves** looking for new contacts and following up on business opportunities. **I spend a lot of time** in meetings, presenting our product range and communicating with people from other cultures. Fortunately, **I speak** French and English fluently and my Chinese is improving. **I also have a good knowledge of** Asian culture. This helps me to build lasting working relationships. **I enjoy** my job, even if it is a constant challenge.

Key expressions - Describing your job

(Note the preposition which follow some verbs.)

Talking about your job	Talking about what you do	Talking about duties
I'm an ... (<i>IT technician</i>).	I'm responsible for ... (<i>sales</i>).	answer e-mails
I'm self-employed.	I look after ... (<i>overseas clients</i>).	develop new products
I work as ... (<i>an accountant</i>).	I'm working on ... (<i>an IT project</i>).	do experiments
I work in ... (<i>marketing</i>).	I take care of ... (<i>our website</i>).	give presentations
Talking about who you work for / with	I'm in charge of ... (<i>a team of six</i>).	implement strategies
I report to ... (<i>Sarah Jones</i>).	I prepare ... (<i>the annual budget</i>).	keep records
I work for ... (<i>Ben Andrews</i>).	I develop ... (<i>training courses</i>).	make decisions
I work with ... (<i>Paul Smith</i>).	My job involves + <i>verb -ing</i> ... (<i>meeting clients</i>).	manage the budget
My line manager is ... (<i>Jan Harris</i>).	I deal with / handle ... (<i>customer complaints</i>).	negotiate contracts
I am part of a team of ... (<i>auditors</i>).	My role is to ... (<i>develop our online business</i>).	set objectives
I manage a team of ... (<i>ten</i>).	My work consists of + <i>verb -ing</i> ... (<i>processing data</i>).	support the sales team

Adjectives for describing your job

boring challenging demanding dull exciting fascinating glamorous hard interesting
 repetitive rewarding routine satisfying secure stressful tiring tough varied well-paid