

Jobs

Bank/office personnel, *personale in banca/ ufficio*

Accountant/bookkeeper,
contabile/ragioniere

Advertising agent, *agente
pubblicitario*

Apprentice, *apprendista*

Chief executive officer,
amministratore delegato

Co-worker/colleague,
collega

Commuter, *pendolare*

Deputy, *vice*

Cleaner, *addetto alle pulizie*

Employee, *dipendente*

Employer, *datore di lavoro*

Freelance/self-employed,
libero professionista

Financial consultant,
consulente finanziario

Stock broker, *agente di
borsa*

Inspector, *ispettore*

Intern/trainee, *stagista,
tirocinante*

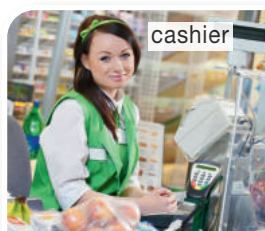
Interpreter, *interprete*

Supervisor, *supervisore/
responsabile*

Skilled/unskilled worker,
*lavoratore qualificato/non
qualificato*

Staff, *personale*

System analyst, *analista di
sistemi*

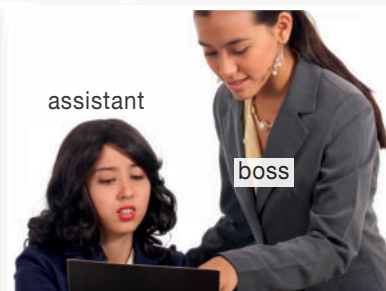


cashier

white collar
worker/clerkblue collar worker/
factory worker

engineer

consultant/advisor

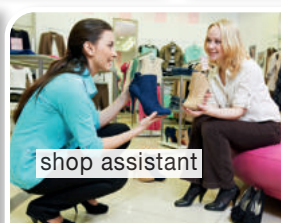


assistant

boss



retailer/shopkeeper

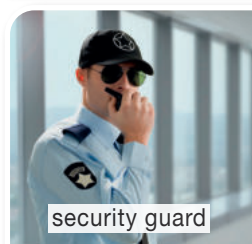


shop assistant



receptionist/secretary

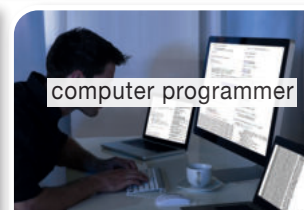
typist



security guard



web designer



computer programmer



welder



electrician



plumber

technician/repairman



bricklayer



warehouseman



carpenter

Types of jobs, *tipi di lavoro*

Flexi-time, *orario flessibile*

Full-time/nine-to-five, *orario
pieno*

Job share, *lavoro condiviso
fra più persone*

Overtime, *straordinario*

Part-time, *orario ridotto*

Permanent, temporary/short-
term, *a tempo*

Indeterminate/determined

Season, *stagionale*

Shift, *turno*

Teleworking, *telelavoro*

Sales jobs, *addetti alle vendite*

Sales rep, *rappresentante vendite*

Wholesaler, *grossista*



1 Match the word to its definition. There are three extra words.

boss ■ shift ■ cleaner ■ employee ■ flexi-time ■ apprentice ■ plumber ■ job-share ■ bookkeeper ■ engineer ■ employer ■ full-time job ■ supervisor ■ freelance ■ intern/trainee ■ overtime ■ assistant ■ teleworking

1. He/she is subordinate to another and gives aid and support.
2. It is the scheduled period of time during which a person works.
3. He/she tidies an area or place.
4. He/she works for another person or for a company for wages or a salary.
5. A person or company that has employees.
6. He/she watches over, directs, or manages others.
7. He/she sells work or services to employers as needed.
8. He/she learns a job or skill by working for a fixed period of time for someone.
9. It is working the number of hours considered normal or standard, normally 8.
10. He/she maintains accurate records of business transactions.
11. He/she develops solutions to technical problems, designs or builds engines, machines or structures.
12. He/she repairs water systems or pipes.
13. He/she is a student or recent graduate who works for a period of time at a job in order to get experience.
14. It is a working system that allows workers to choose their own times for starting and finishing work.
15. It is the additional time to your normal working hours.



2 Listen and fill in the gaps. Say if the statements are true or false and correct the false ones.

1. I'm an office worker in a bank. It's a nine-to-five job with flexitime, so I can **1.** at 8.30 and take my children to school and I **2.** to go home at a reasonable time. My work **3.** human contact and consists in dealing with customers who need bank **4.** to set up an activity or buy a new house, so it's quite **5.** and demanding. I didn't attend university but I got a diploma in **6.**
2. I'm in computer programming and work for a large American car **7.** I run the design department and I'm the **8.** of a team of 15 **9.** My responsibility is to make sure that the new model designs get finished on time and at this time of the year I'm particularly worried because I'm in **10.** of the budget in my department and I work long hours. I need to be organised and a **11.** player, in order to plan my team's work carefully and to motivate them.
3. I'm a commercial artist working for an **12.** agency in London. I prefer living in the countryside away from traffic and pollution, so I **13.** to work every day, like thousands of **14.** However, this can be really stressful, so I'm sometimes allowed to work from home, using my computer and Internet. Even if **15.** is convenient and is getting more and more popular, I think that working **16.** is really boring, so I prefer going to my office and work with my **17.**, despite the long hours I spend on the train.

		T	F
First speaker:	1. She works part-time because she has children to look after.	<input type="checkbox"/>	<input type="checkbox"/>
	2. Her job consists in lending people money.	<input type="checkbox"/>	<input type="checkbox"/>
	3. A secondary education qualification is sufficient for her job.	<input type="checkbox"/>	<input type="checkbox"/>
Second speaker:	4. His work is seasonal because he works at certain times of the year.	<input type="checkbox"/>	<input type="checkbox"/>
	5. He needs managerial skills to lead a group.	<input type="checkbox"/>	<input type="checkbox"/>
	6. He has a lot of responsibility and in some periods works overtime.	<input type="checkbox"/>	<input type="checkbox"/>
Third speaker:	7. He didn't choose to commute to work for personal reasons.	<input type="checkbox"/>	<input type="checkbox"/>
	8. His company lets him work from home because he likes to concentrate alone.	<input type="checkbox"/>	<input type="checkbox"/>
	9. He doesn't mind travelling to work because he enjoys team work.	<input type="checkbox"/>	<input type="checkbox"/>



3

PAIR WORK Choose one profession and ask/answer questions to guess your partner's job.

Use these ideas.

special tools/qualifications ■ good people skills/good hand eye coordination ■ (physically) fit/well organised/creative/good with numbers/inside/outside ■ in an office/shop ■ well-paid/badly-paid/dangerous/repetitive/varied/dirty/tiring ■ at night/shifts/long hours ■ a lot of time on a computer/travelling ■ wear protective clothing/a uniform ■ foreign languages.

