

63 Work: duties, conditions and pay

A What do you do?

People may ask you about your job. They can ask and you can answer in different ways:
 What do you do? I'm (+ job) e.g. a banker / an engineer / a teacher / a builder
 What's your job? I work in (+ place or general area) e.g. a bank / marketing
 What do you do for a living? I work for (+ name of company) e.g. Union Bank, ICI, Fiat
 Note: 'Work' is usually an uncountable noun, so you cannot say 'a work'. If you want to use the indefinite article you must say 'a job', e.g. She hasn't got a job at the moment.

B What does that involve? (= What do you do in your job?)

When people ask you to explain your work/job, they may want to know your main responsibilities (= your duties / what you have to do), or something about your daily routine (= what you do every day/week). They can ask like this: What does that (i.e. your job) involve?

Main responsibilities

I'm in charge of (= responsible for) all deliveries out of the factory.
 I have to deal with any complaints (= take all necessary action if there are complaints).
 I run the coffee bar and restaurant in the museum (= I am in control of it / I manage it).
 Note: We often use responsible for / in charge of for part of something, e.g. a department or some of the workers; and run for control of all of something, e.g. a company or a shop.

Daily duties/routines

I have to go to / attend (fml) a lot of meetings.
 I visit/see/meet clients (= people I do business with or for).
 I advise clients (= give them help and my opinion).
 It involves doing quite a lot of paperwork (a general word we use for routine work that involves paper e.g. writing letters, filling in forms, etc.). Note the -ing form after involve.

C Pay

Most workers are paid (= receive money) every month and this pay goes directly into their bank account. It is called a salary. We can express the same idea using the verb to earn:
 My salary is \$60,000 a year. (= I earn \$60,000 a year.)
 With many jobs you get (= receive) holiday pay and sick pay (when you are ill). If you want to ask about holidays, you can say:
 How much holiday do you get? or How many weeks' holiday do you get?
 The total amount of money you receive in a year is called your income. This could be your salary from one job, or the salary from two different jobs you have. And on this income you have to pay part to the government - called income tax.

D Working hours

For many people in Britain, these are 8.30-9.00 a.m. to 5.00-5.30 p.m. Consequently people often talk about a nine-to-five job (= regular working hours). Some people have flexi-time (= they can start an hour or so earlier or finish later); and some have to do shiftwork (= working at different times, e.g. days one week and nights the next week). Some people also work overtime (= work extra hours). Some people are paid to do work overtime, others are not paid.

You do work

Exercises

63.1 Match the verbs on the left with the nouns or phrases on the right. Use each word once only.

- | | | | |
|-------------|----------------|---|------------|
| 1 earn | overtime (6) | → | وقت إضافية |
| 2 work | meetings (2) | → | اجتماع |
| 3 pay | a shop (4) | → | متجر |
| 4 go to | clients (5) | → | عملاء |
| 5 deal with | £500 (1) | → | 500 جنيه |
| 6 run | income tax (3) | → | ضريبة دخل |

63.2 Starting with the words you are given, rewrite each of these sentences using vocabulary from the opposite page. The basic meaning must stay the same.

Example: I'm a banker.

I work *in banking*.

- What do you do?
What's
- I earn \$50,000 dollars.
My
- I get £20,000 from my teaching job and another £10,000 from writing.
My total
- I am a chemist.
I work for
- In my job I have to look after and maintain all the computers in the building.
My job involves
- I'm responsible for one of the smaller departments.
I'm in

63.3 This is part of a conversation with a teacher about her job. Can you supply the missing questions?

- A:
- B: I usually start at nine and finish at four.
- A:
- B: Yes a bit. On certain courses I work until five o'clock, and then I get paid extra.
- A:
- B: Twelve weeks. That's one of the good things about being a teacher.
- A:
- B: No we don't, I'm afraid. That's one of the disadvantages of being a teacher. But I suppose money isn't everything.

63.4 Can you answer these general knowledge questions about work?

- What are normal working hours for most office jobs in your country?
- Can you name three jobs that get very high salaries in your country?
- When you start paying income tax in your country, what is the minimum amount you have to pay?
- What jobs often involve shiftwork? (Give at least two examples.)
- Is flexi-time common in your company or your country?

63.5 Think about your own job. How many of the things on the opposite page do you do? How is your work different? Can you explain your responsibilities and daily duties in English?

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