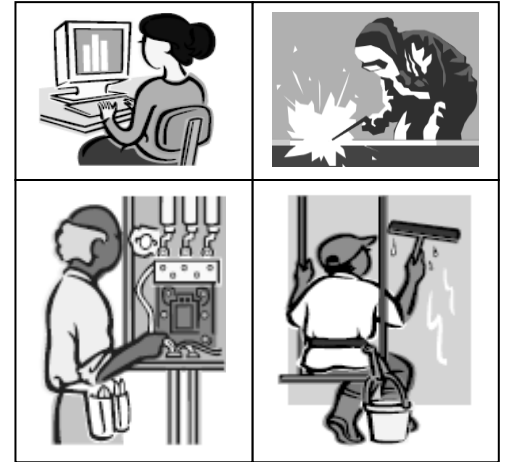


## Lesson 05: Work and Jobs

We all have many jobs or work to be done in our life. Some are activities done because of our responsibilities towards employers, family, friends or even for ourselves. Some are jobs which are performed in exchange for payment. In this lesson students will understand the meaning of the two terms ‘work’ and ‘job’ and the main differences between them, and will know the different ways of working. They will also learn the essential vocabulary related to the topic, and they learn how to ask about someone’s job and how to describe it.



### A.1. The meaning of ‘work’ and ‘job’

**Work** refers to an activity, in which physical or mental efforts are made by an individual to produce something or accomplish a goal. It is mostly done because of interest, need, or responsibility towards employers or other people, like family, friends or even for oneself, and it doesn’t always include payment.

The term ‘work’ can be used in two major contexts, which are:

- It can be used to refer the place of work. **Example:** He is at work. / She is going to work.
- It is also used to refer all the activities that happen during work, (meeting with clients, basic job duties, etc.).

A **Job** can be defined as an activity or a task performed regularly by a person in exchange for payment (salary or wage). It refers to a specific type of employment or position that a person (an employee) does or occupies at a company. Each job involves some tasks, duties, or responsibilities which should be performed in a systematic way, as the individual gets paid for that.

The term ‘job’ can be used in a variety of contexts, like a specific designation or duties performed in the job or the company someone is working for.

**Note:** The word ‘**job**’ is a **countable** noun; that means we can count the number of jobs. **Example:** Ali has had **four jobs** in the past two years. We can’t use ‘job’ as a verb. **Example:** I have to **work** today (not to ~~job~~).

The word ‘**work**’ is an **uncountable** noun, so it is not used in the plural. We cannot say for example: I have three ~~works~~ to do this week. Exception when talking about **works of art or literature**. It can be a **noun** (e.g. my **work** involves a lot of travel), or a **verb** (e. g. she **works** in the human resources department).

## A.2. Key differences between ‘work’ and ‘job’

The main differences between the two words (work and job) are summarized in the table below.

Work	Job
Noun & verb.	Noun.
An uncountable noun.	A countable noun.
General efforts, either physically or mentally made by a person to achieve a result.	A specific activity done by a person for consideration.
It doesn't always include payment.	It is performed for payment.
It describes all kinds of activities done by a person.	It describes the position of a person in the company.

## B. Asking about someone's job

To find out what someone's job is, we usually ask the following question: “**What do you do?**”

**Note:** we can also ask these questions: “**What do you do for a living?**” / **What is your job?** / **What kind of job do you have?** / **Where do you work?** ...

This seems like a simple question, but there are many ways to answer it:

- **I'm a/an** (job title).

**Example:** I'm a **plumber**. / I'm a **carpenter**. / I'm an **accountant**. / I'm an **engineer**.

**Note:** there are two main types of jobs: **White-collar jobs:** involve professional, managerial, or administrative work, require formal education, and workers in these jobs are often paid on a salary basis. **Blue-collar jobs:** involve performing manual labor, formal education is not typically required, and workers in these jobs are often paid on an hourly basis. For example: **plumbers** and **carpenters** are **blue-collar workers**. / **Accountants** and **engineers** are **white-collar workers**).

We can also use the verb that matches our job or responsibilities. Or sometimes the verbs: do/ make.

**Examples:** I **teach** English. / I **program** apps / I **clean** houses. / I **do** sales. / I **make** websites.

- **I'm in charge of...** / **I'm responsible for...** / **one of my responsibilities is...**

**Examples:** I'm **in charge of** a production line. / I'm **responsible for** coordination between design and production. / **One of my main responsibilities** is to make sure that new model designs are finished on time.

- **I work (at/for/in/with/as)...**

- I work **at** (a company). **Example:** I work **at** Condor.

- I work **for** (a company / a famous person). **Examples:** I work **for** IRIS. / I work **for** Tom Cruise. I'm his public relations manager.

- I work **in** (a department / a place / a city or country / a general area or industry).

**Examples:** I work **in** the marketing department. / I work **in** a factory. / I work **in** Oran, or I work **in** Algeria. / I work **in** finance, or I work **in** consulting.

- I work **with** (people/things). **Example:** I work **with** special-needs children. / I work **with** computers.

- I work **as** (job position). **Example:** I work **as** a manager. / I work **as** a translator for a company in London.

**Note:** if someone doesn't have a job yet, the possible answers may be: **I'm unemployed**. / **I'm out of work**. / **I'm looking for a job**. / **I'm actually job hunting** / **Currently, I'm in between jobs** / **I'm jobless at the moment**. / **I'm a student at Setif 1 University**.

### C. Essential vocabulary related to ‘work’ and ‘job’

If you **apply for** a job, you write a letter, or an email, or fill in a form in order to ask for this job. When you are officially accepted into a new job at a company, you are **hired** by the company. For example: "I was **hired** by an insurance company just two weeks after graduating from college". When you're hired, you become an **employee** of the company. The company becomes your **employer**. The other employees in the company are your **colleagues** or **co-workers**. The person who is responsible for your work is your **boss** or **supervisor**.

We typically use the expression **get to work** for arriving at work, and **get off work** for leaving work. For example: "I get to work at 8:30 am, and I get off work at 5 pm."

When you travel regularly by car or public transportation between home and place of work, then you **commute** to work. For example: "I commute to work every day. I have a 20-minute commute". You have to **clock on (in)** - register your arrival at work, and **clock off (out)** -register your departure from work) every day.

As an employee, you earn a **salary** - money you receive regularly every month for your work, if you are paid daily or weekly, you will earn a **wage**. If you're good at your job, you might get a **raise** - an increase in your salary. If you are a salesperson, you could get a **commission** – money paid to you for every sale. At the end of the year, some companies give their employees a **bonus** - extra money for doing a perfect job or a good performance.

The opposite of "hire" is **fire** - when your company forces you to leave your job. For example: "Adam was **fired** because he never came to work on time." Usually if someone is fired, it's because they did something bad.

If an employee loses his or her job because of some reasons, like when the company decides to reduce its size, then we say the employee was **laid off**. For example: "Amina was **laid off** when her company started having financial problems". If you decide to leave your job, you can say: "I'm going to **leave (quit) my job**, or I'm going to **resign**". When an old person decides to stop working, this means he decides to **retire**. In most countries, people retire around age of 65.

### D. Ways of working

You can work **full-time** (usually about 40 hours per week), or **part-time** (usually 15-25 hours per week). A small number of companies offer **flexible time (flextime ‘AmE’, or flexitime ‘BrE’)** - that means the employee can set his/her own schedule. You can also work **overtime** – to work more hours than usual for more money. Some jobs allow you to **work remotely** from home or another place using Internet technology, and you communicate with your co-workers or clients by phone, e-mail, or video conferencing. Some people can work from home using either their telephones or the Internet- it's called **teleworking** or **telecommuting**.

You can work with regular working hours –it's called a **nine-to-five** job. In some jobs, you work **shifts** – the time is not the same every day; instead, you work a specific block of hours that the manager schedules. For example: "I work the day shift one week and the night shift the next week."

You may be **self-employed**, that means you give yourself work, or you are your own boss. You can **do freelance work (a freelancer)**, which means doing particular pieces of work for different organizations, rather than working all the time for a single organization. You can also start

your own business and become a **business owner** or an **entrepreneur** –the person who runs the business and bears the risks in the hope of making profits.

## E. Describing jobs

To describe someone's job in a positive or negative way, we can use many words or adjectives. We can say it is:

- **A rewarding job** (it makes you feel pleased and satisfied). **Example:** "Helping sick people is very satisfying. For me, it's a rewarding job."
- **An interesting job** (when you like doing it because it is most probably amusing and stimulating). **Example:** "She got an interesting job as a teacher of English at a private school."
- **A challenging job** (it is hard, but it is also exciting and interesting). **Example:** "Teaching is a challenging job."
- **A demanding job** (it requires a lot of efforts, skills, energy, and time). **Example:** "Being an emergency surgeon is a demanding job – you have to be on call 24 hours a day."
- **A high-flying job** (it is very well paid and offers lots of opportunities for promotion). **Example:** "After he graduated from college, he got a high-flying job as a stockbroker."
- **A high-powered job** (a dynamic and important job). **Example:** "After she published her book, she got a high-powered job as director of a national newspaper."
- **A stressful job** (it includes lots of stress (long hours of work, short deadlines), it can also include danger and risk). **Example:** "It must be stressful working for the police."
- **A dead-end job** (it has no opportunities for advancement or promotion). **Example:** "Being a truck driver is a dead-end job."
- **A repetitive job** (doing the same things and tasks again and again). **Example:** "Most of what I do at the post office is a repetitive work."
- **A tedious job** (it is quite boring and frustrating). **Example:** "People who work in those small kiosks have such tedious jobs."

## Language review:

### - Articles : a/an, the

The indefinite articles (**a/an**) are used before a countable singular noun that is general, or when its identity is not known (**a** used before a noun beginning with a consonant sound / **an** used before a noun beginning with a vowel sound). **Examples:** a book, a car, an apple, an umbrella, a house (pronounced **h**), an hour (silent **h**) etc. (**note:** we also use the article 'a' with words which sound like they begin with consonant even if the first letter is a vowel. **Examples :** a university, a user, a euro etc.). The same rule is applied to adjectives or adverbs. **Examples:** a cold weather, an easy lesson, a very nice day! Etc.

The definite article (**the**) is used before singular or plural nouns to indicate that the identity of the noun is known to the speaker or listener. **Examples:** the book, the work, the apple, the cars, the universities etc.

We use '**a/an**' when we talk about things or persons for the first time, and '**the**' for the second when we know them. **Example:** I had a sandwich and an apple for lunch. The sandwich wasn't very good, but the apple was nice.

We use '**a/an**' when we say what kind of thing or person we mean, and we use '**the**' when we are thinking of a specific thing. **Example:** We stayed at a very cheap hotel. (a type of hotels) / The hotel where we stayed was very cheap. (a specific hotel).

We also use ‘**the**’ when it is clear which thing or person we mean. **Example:** Turn off **the light** and close **the door**, please. (the light and the door of the room).

### - Placement of adjectives

Adjectives are usually placed before the noun. **Example:** it’s a **nice** house! / he bought a **new** car / it’s an **old** song etc. But when used with some linking verbs (with verbs: ‘be/get/become/seem’, and sense verbs: ‘look/feel/sound/taste/smell’) they are placed after the verb. **Examples:** I’m **tired** and I’m **getting hungry**. / The cookies **smell good**. / This tea **tastes** a bit **strange**. / You **look tired**.

Sometimes we use two or more adjectives together. Some are called **opinion adjectives** which tell us what the speaker thinks of something or somebody, like: nice/beautiful/interesting/delicious etc. Other Adjectives are called **fact adjectives** which give us information about size, age, shape, color, origin, material, and purpose. like: new/large/round/long/hot etc. Opinion adjectives usually go before fact adjectives. **Example:** it was a **nice long** summer holiday. / It’s a **delicious hot** vegetable soup.

Sometimes we use two or more fact adjectives together. Usually we put fact adjectives in this order: Opinion adjectives → Fact adjectives (**Size /Age /Shape /Color /Origin /Material /Purpose**) →Noun  
**Examples:** a nice white cotton shirt. / a beautiful small new red Italian sports car.

**Note:** When there are two or more color adjectives, we use ‘and’. **Example:** a red, white **and** green flag.  
We can put an adverb in front of the adjectives that we want to modify. Examples: look at that **really** big old black car! / She is a beautiful and **really** generous lady!

### Exercise 1: Match the jobs with their definitions, and then put them in the right column?

<b>1</b>	<b>Farmer</b>	<b>a</b>	A person who repairs and maintains vehicle engines and other machinery.
<b>2</b>	<b>Miner</b>	<b>b</b>	A person who conducts research to advance knowledge in a particular area
<b>3</b>	<b>Engineer</b>	<b>c</b>	A person whose job is to keep and analyze financial accounts.
<b>4</b>	<b>Scientist</b>	<b>d</b>	A person who makes and repairs wooden objects and structures.
<b>5</b>	<b>Mechanic</b>	<b>e</b>	A person who practices law and represents people in a court.
<b>6</b>	<b>Accountant</b>	<b>f</b>	A person who designs and constructs engines and machines or structures.
<b>7</b>	<b>Carpenter</b>	<b>g</b>	A person who cultivates land or raises animals.
<b>8</b>	<b>Lawyer</b>	<b>h</b>	A person who works underground in mines.

White-collar workers	Blue-collar workers

### **Exercise 2:** Complete the following sentences with: **job/jobs**, or **work/works**?

1. She graduated from college last June, and now she is looking for a .....
2. How long does it take you to get to .....?
3. It took me an hour to get home from ..... yesterday.
4. Being a fireman is a dangerous .....
5. Come on! We’ve got a lot ..... to do.
6. He ..... eight hours a day at this company.
7. Sarah has had many ..... in the past five years.
8. I love all the ..... of Shakespeare especially Romeo & Juliet, Macbeth, and Hamlet.
9. You don’t have to include all your previous ..... on your resume.
10. Choose a ..... you love and you will never have to ..... a day in your life.

**Exercise 3: Which person (1–5) is most likely to do each of the five things (a-e)?**

<b>1.</b> A designer in a website design company. Has to be in the office, but can decide when he wants to start and finish work each day. <b>2.</b> An office worker in a large, traditional manufacturing company. <b>3.</b> A manager in a department store in a large city. Lives in the country. <b>4.</b> A construction worker on a building site where work goes on 24 hours a day. <b>5.</b> A technical writer for a computer company. Lives in the country and visits the company offices once a month.	<b>a.</b> work in shifts <b>b.</b> work under a flextime system <b>c.</b> telecommute <b>d.</b> commute to work <b>e.</b> clock in and out at the same time every day
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1	2	3	4	5

**Exercise 4: Choose the correct alternative to complete each sentence?**

- The person who is responsible for your work is your ..... (**colleague / boss / employer**)
- If you are paid regularly every month for your work, you will earn a..... (**salary / wage / commission**)
- If you work as a salesperson at a company, you could get a ..... (**bonus /raise /commission**)
- If an employee lost his/her job, when the company faced problems, the employee was ..... (**fired / laid off / resigned**)
- When you write a letter or fill in a form in order to ask for a job, you .....this job. (**work for / look for / apply for**)
- When you travel regularly between home and place of work, you .....to work. (**commute / go / get**)
- When workers record the time at which they leave work, they..... (**get off / clock on / clock off**)
- When you work extra hours that exceed the normal working time for more money, you work..... (**flextime / overtime / full-time**)
- A work arrangement that allows employees to choose when to start and end their workday, it's called ..... (**overtime / part-time / flextime**)
- The job that makes you feel pleased and satisfied, it's a ..... job. (**rewarding / demanding / challenging**)

**Homework:****➤ If you study and work at the same time, answer these questions:**

- What do you do? What are you in charge of? What are your responsibilities?
- How long does it take you to get to work?
- What time do you arrive at work? What time do you leave for it?
- Can you reconcile between your study and work?

**➤ If you just study and you don't work, answer these questions:**

- What sort of job would you like to do?
- What sort of working hours would you like to have when you start working?
- Would you like to work from home?
- Do you think that your field of study will allow you to get a good job with a good salary?