

Working

life

Essential

job vocabulary

- What do you do?
- What kind of work do you do?
- What do you do for a living?



# EXPRESSIONS

used with 'work' and 'job'

# Describing your job:

- I work for... (a company)
- I'm working on ... (a project)
- I work with/ alongside...
- I work on my own.
- I work from home.
- to be in work/ out of work
- I leave for work at 7.
- I go to work by car.



work

# Describing your job:

- My job involves ...
- I spend most of my time ...
- I handle/ deal with ...
- My role is to ...
- I don't have much to do with...
- I'm in charge of...
- I'm responsible for...
- I report (directly) to...
- My line manager is ...



job





# ADJECTIVES

describing work

# Adjectives to describe work

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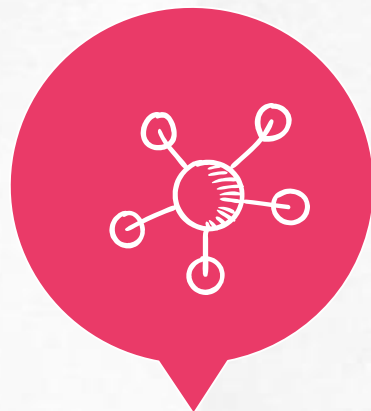


1. creative
2. challenging
3. exciting
4. glamorous
5. rewarding
6. satisfying
7. secure
8. varied
9. well-paid
10. worthwhile



1. badly-paid
2. boring / tedious
3. dangerous
4. dull
5. hard
6. repetitive
7. routine
8. stressful
9. tiring
10. tough





# OTHER WORDS

and expressions

## Contacts at work

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1. boss
2. CEO (Chief Executive Officer)
3. colleague
4. coworker
5. customer
6. client
7. line (direct) manager
8. Project Leader (manager)
9. Team Leader
10. supplier



job

## Ways of working

- flexitime
- teleworking
- freelance (to go freelance/to work on freelance basis)
- shift
- job share
- career break
- long-hour cultures
- part-time / full-time



job



TASKS

and responsibilities

# Tasks and responsibilities

- answer hundreds of emails
- implement decisions of senior management
- interview job applicants
- make sure the network is working properly
- maintain the equipment
- manage the team
- monitor the process
- negotiate with suppliers
- process customer orders
- supervise the day-to-day work of the team
- write quarterly reports

Sample text



# Prepositions

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by  
after  
to  
for  
with  
of



- be headed
- be responsible
- be in charge
- report
- take care
- look
- deal
- work
- consist



- get down to
- tackle
- carry out
- perform
- complete
- fulfil
- succeed in
- assign
- set



task

Thanks!



Any questions?

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