

02

My job description

Describe what you do at work

In 2009, Ben Southall beat 34,000 other candidates for 'The Best Job in the World': the caretaker on a tropical Australian island, with a A\$150,000 salary, a beachside villa and a private swimming pool. But after he started his dream job, Ben had second thoughts. He had to work seven days a week and up to 19 hours a day on a schedule of promotional events, press conferences and administrative duties.



1 Discuss these questions.

- 1 Would you like the job described above?
- 2 What's your job title?
- 3 How long have you had this job?
- 4 What did you do before?
- 5 Do you enjoy your work? Why? / Why not?
- 6 What would be your ideal job?

Listening

2 (2.1) You're going to hear three of the six business people in the photos describing their main responsibilities at work. Who is talking in each case (1-3)?



IT Analyst



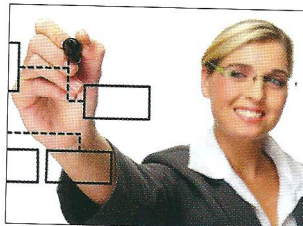
Executive Assistant



Factory Manager



Finance Manager



Organisation Analyst



HR Manager

3 (2.1) Look at the Key language and listen again. Tick (✓) the expressions the speakers use.

Key language for describing your job

The main purpose of my job is to ...

The main thing I do is ...

This involves (-ing)

Another important part of my job is ...

I have to deal with / see to / take care of ...

I'm responsible for / in charge of ...

It's my job to / I have to / I've got to ...

I manage/run/organise ...

Pronunciation Common mistakes

1 How do you pronounce the words in bold in these sentences?

- 1 She has to hire more **personnel**.
- 2 What's the main **purpose** of your job?
- 3 I have to deal with problems that come up every day, **although** I don't always manage to solve them.
- 4 This involves working with three other **colleagues**.
- 5 It's my job to **analyse** other people's jobs.
- 6 I've got to write an **analysis** of his job.
- 7 He said he's bought a new **suit**.
- 8 The company has more than two thousand **employees** worldwide.

2 ((2.2)) Listen to and repeat the sentences.

4 If a verb follows a preposition, the *-ing* form is used (e.g. *He's in charge of buying*). Choose the correct form of the verb in each of these sentences.

- 1 I have to *prepare* / *preparing* presentations.
- 2 I'm also responsible for *co-ordinate* / *co-ordinating* other people.
- 3 The main purpose of my job is to *improve* / *improving* the effectiveness of our machinery on the production line.
- 4 I take care of *answer* / *answering* customers' queries.
- 5 In my job, I've got to *liaise* / *liaising* with the HR department.
- 6 I look forward to see / *seeing* you at the interview.

5 Work with a partner. Think of somebody you know who does a different job to you. Ask each other the questions below and use the Key language to answer.

What do they do?

What else do they have to do in the job?

What's the main purpose of their job?

Are they in charge of other people? Who?

What does the job involve?

Task

6 Make brief notes about your tasks at work, then talk about them in more detail. Where necessary, describe sub-tasks too (see example below).

Main tasks	Sub-tasks
<i>hiring personnel</i>	<i>consulting with departments, shortlisting candidates, arranging interviews</i>

7 Discuss these questions.

- 1 What is the purpose of job descriptions?
- 2 Are job descriptions clearly defined in your organisation?
- 3 Which parts of your job do you think are the most important? And the least important?
- 4 Which part of your work takes up most of your time?
- 5 Which part of your job do you like most? Why?
- 6 Does your job description really describe what you do?
- 7 Do you think you have too much to do at work? If so, what would be the best solution to this?

Get ready

Follow-up