

WORK AND BUSINESS, JOBS

Which factors are most/ least important to people looking for a job?

- Flexibility of working hours (to work flexible hours / to work at fixed hours)
- Distance to work
- Long-term career prospects (job security)
- Opportunity to travel = chances to travel
- Nice, quite, attractive work space = pleasant working environment
- Contact with interesting people (from homeland and abroad)
- Prospects of holidays
- Nature of work (creative / mundane)
- Using your initiative
- Personal level of job satisfaction
- Level of control over the work organization
- Relationships with colleagues
- Safety at work
- Level of stress involved
- Salary / wage (a well-paid job / a poorly-paid ...)
- Fringe benefits (subsidized meals, a company car, a mobile phone, a housing loan, ...)

to employ workers (= to provide work / jobs for ...); an employer vs. an employee;

to be unemployed = jobless; to be on the dole = to be on social benefit or security

Applying for a job:

- to **apply for** a free post = vacancy **in writing**
- to **fill in** an **application form** or to write an application letter
- to be a **suitable applicant** for the job
- to write your **CV** (curriculum vitae / vitai /) or **resume** (Am. E): This usually includes your personal information such as name, permanent address, age, place of birth, marital status,..)
- your **qualifications** (level of education, profession, courses you have taken, ...)
- your working **experience**
- special **skills** (driving license, proficient or fluent knowledge of foreign languages, computing skills, ...)
- your hobbies, favourite pastimes if relevant to the job vacancy
- to enclose documents, certificates, school reports, diplomas, letters of **recommendation or reference**)

A job interview

In the company's **personnel department** they fill in vacancies with **recruits**. First a selection is made = **shortlist** of suitable candidates who are then invited for an interview (interviewer / interviewee)

What is good to know before you go for a job in interview?

- Your first question should not be about your future payment for the work done
- Arrive on time = at least 10 minutes before the set time

- Create a favourable impression (you need to be neatly dressed not scruffy, behave politely)
- Ask relevant questions and explain why you would be interested in getting the job, f.ex.
 1. **Type of the job:** - full-time / part-time; permanent /temporary; a stand-in job;
 2. **Working time:** - fixed / flexible; regular / irregular hours; to work in shifts; overtime
 3. **Working conditions**
 4. **Payment:** - a wage (for manual workers paid weekly in cash / -a salary (paid monthly onto your bank account)
 - *income (gross, net); payment with commission; to underpay/overpay sbd.
 - * to go on sick leave ; a sickness benefit; medical insurance covers ...
 - * to go on maternity leave
 - * perks / fringe benefits (an apartment) *
 - *Facilities: a canteen, sports and recreational facilities, holiday accommodation

Joining a company:

When you sign a contract, you join the company and become a worker or an employee (either **blue-collar** or **white-collar** one) You start working as an **apprentice** or **novice** or **trainee** who usually has to go through **in-service training**) . Workers are trained to advance to a higher position- they are promoted or they get a promotion).

- a novice goes on a practice course
- a junior clerk
- a senior clerk Employees take courses for further training at training centres.
- an executive clerk (you are in charge of of a certain division of work)
- a manager / CEO; marketing director; production manager; chief accountant
- You are an employee = you are on contract
- You are a freelancer.
- You are self-employed = a self-made man (in this case you **set up** your own company, you **run** your own business ; you see that it **operates** well, you **make profit**; if so, you can **expand** your business; if you fail, your business goes bankrupt and you are forced to **close it down.**)

Problems at work:

- You can lose a job = you are out of work
- You can get **fired/ dismissed/sacked** = you get the sack (it usually happens to lousy workers)
- You can be **made redundant** (they do not need you anymore – your job has been automated)
- You can **resign** from a post / hand in your resignation

Language functions:

What do you do for a living? What's your occupation? What's your line of business? What sort of job are you engaged in? What are you working on at the moment? Who do you work for?

Some crap jobs:

*Rodent exterminator, * junk mail copywriter, * door-to-door salesperson, * fish head slicer, *spy

I will describe the problem of air pollution. The air is getting more and more polluted because of the exhaust fumes, acid rain and also due to deforestation because there is less and less oxygen. It is bad for us because there are a lot of consequences like more illnesses and also we destroying rare animal and plant species. We should really try to reduce the air pollution by reducing the traffic; people could share cars and use means of public transport. The Industries could use filters and we should also recycle plastic, paper, cans ... To sum up the air is very important and a lot of people still don't realize that.