

CHOOSING A CAREER
A. WORK AND EMPLOYMENT

Focus Vocabulary

career job line occupation position post profession trade vocation work	employment employer employee to employ (the) unemployed unemployment to achieve to dismiss / to sack to manage to quit to hand in/to give one's notice to provide to retire to resign resignation	to earn / make money income promotion to promote profit salary wages raise (AmE) rise (BrE)
----------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------

What we are working for?

Have you ever asked yourself what you are working for? If you have ever had the time to consider this question, or put it to others, you might well have heard some or all of the following. It's the money of course, some say with a smile, as if explaining something to a small child. Or it's the satisfaction of a job well done, the sense of achievement behind the clinching of an important deal. It's the company of other people perhaps, but if that is the case, what about farmers? Is it the conversation in the farmyard that keeps them captivated by the job? Work is power and a sense of status say those who have either attained these elusive goals, or feel aggrieved that nobody has yet recognised their leadership qualities. I suspect, and I say this under my breath, that most of us work hoping for something to turn up. We'll win the pools, and tell the boss what we really think. We'll scrape together the money and open that little shop we always dreamed of, or go round the world, or spend more time in the garden. One day we'll get that promotion we deserve, but until then at least we have something to do. And we are so busy doing it that we won't have time to wonder why.

Word Meaning

JOB - DO (FOR A LIVING) - OCCUPATION - POST / POSITION – BUSINESS – CAREER - TRADE - PROFESSION - WORK - LINE – VOCATION

JOB	Your job is what you do to earn your living. You'll never get a job if you don't have any qualifications. <ul style="list-style-type: none"> • <i>She'd like to change her job but can't find anything better.</i> Your job is also the particular type of work that you do. <ul style="list-style-type: none"> • <i>John's new job sounds really interesting.</i> • <i>I know she works for the BBC but I'm not sure what job she does.</i> A job may be full-time or part-time (NOT half-time or half-day). <ul style="list-style-type: none"> • <i>All she could get was a part-time job at a petrol station.</i>
DO (for a living)	When you want to know about the type of work that someone does, the usual questions are What do you do? What does she do for a living? etc. <ul style="list-style-type: none"> • <i>What does your father do? - He's a police inspector.</i>
OCCUPATION	Occupation and job have similar meanings. However, occupation is far less common than job and is used mainly in formal and official styles. <ul style="list-style-type: none"> • <i>Please give brief details of your employment history and present occupation.</i> • <i>People in manual occupations seem to suffer less from stress.</i>

POST/ POSITION	The particular job that you have in a company or organisation is your post or position. <ul style="list-style-type: none"> • <i>She's been appointed to the post of deputy principal.</i> • <i>He's applied for the position of sales manager.</i> Post and position are used mainly in formal styles and often refer to jobs which have a lot of responsibility.
BUSINESS	The general area of work that you are involved in. <ul style="list-style-type: none"> • <i>What business are you in? - Antiques, mostly.</i> • <i>In our business the first rule is that the customer is always right</i>
CAREER	Your career is your working life, or the series of jobs that you have during your working life. <ul style="list-style-type: none"> • <i>The scandal brought his career in politics to a sudden end.</i> • <i>Later on in his career, he became first secretary at the British Embassy in Washington.</i> Your career is also the particular kind of work for which you are trained and that you intend to do for a long time. <ul style="list-style-type: none"> • <i>I wanted to find out more about careers in publishing.</i>
TRADE	A trade is a type of work in which you do or make things with your hands. <ul style="list-style-type: none"> • <i>Most of the men worked in skilled trades such as carpentry or printing.</i> • <i>My grandfather was a bricklayer by trade.</i>
PROFESSION	A profession is a type of work such as medicine, teaching, or law which requires a high level of training or education. <ul style="list-style-type: none"> • <i>Until recently, medicine has been a male-dominated profession.</i> • <i>She entered the teaching profession in 1987.</i>
WORK	A job you are paid to do or activity that you do regularly. <ul style="list-style-type: none"> • <i>My father started work when he was 14.</i> • <i>There isn't a lot of work at this time of the year.</i>
LINE	The kind of work someone does. <ul style="list-style-type: none"> • <i>What line of business is he in?</i> • <i>He is in the building / retail, etc. line.</i>
VOCATION	A job that you do because you have a very strong feeling that doing this job is the purpose of your life. <ul style="list-style-type: none"> • <i>Teaching isn't just a job it's a vocation</i>

Ex. 1. Complete each sentence by using a word from the box. The words can be used more than once

business job living work profession vocation trade career occupation line post/position

1. Please state your age, address, and _____ in the space below.
2. Mark makes his _____ working as a journalist.
3. There are a lot more women in the legal _____ .
4. He was offered the _____ of ambassador in China.
5. The scandal destroyed his _____ in publishing. .
6. As a teacher she feels she has finally found her _____ .
7. The cost of _____ has risen greatly over the recent years.
8. I can't come out tonight. I've got too much _____ to do.
9. Stop interfering! This is none of your _____ .
10. Kate has a very good _____ in an international company.
11. I wish I had your _____ - it sounds really interesting
12. I didn't realize we were in the same _____ of business.
13. Most of the men worked in skilled _____ such as carpentry or printing.
14. There are still too many people without _____. They worked very hard and now they have their own _____.

Ex. 2. Choose synonyms from the focus vocabulary.

1. to be out of a job / work
2. to hire, engage
3. to reach, realise (BrE) /- ize (AmE)
4. income
5. to direct, lead, guide
6. to throw out of work, to fire, to sack.

Ex. 3. Say in one word using the focus vocabulary.

1. a person who is employed
2. money that an employee receives for his / her work
3. a particular fitness or ability for certain kind of work
4. to appoint a person for a job
5. money paid for manual work
6. money which allows one to provide for a living
7. to leave one's job or position

Ex. 4. Give as many collocations as possible matching the words from the two columns.

Note! use articles or pronouns where necessary.

to change	to achieve	post	job hunting
to give	to find	work	worker
to employ for	to hold	promotion	profession
to dismiss from	to quit	employment	vocation
to look for	to offer	rise / raise	living
to make	to get	job	
to earn	to be cut out for	employee	
to do (for)	to leave	career	
to lose	to follow	success	
to recommend for	to appoint	position	

Ex. 5. Match the words from the two columns.

Note! that there may be various combinations

full-time	boring	worker
demanding	office	job
blue-collar	brilliant	employment
tough	government	business
high	part-time	career
frustrating	competitive	employee
factory	rewarding	position
hard	odd	work
seasonal	low-status	post
backbreaking	challenging	profession
white-collar	flexitime	

Ex. 6. A. Read the expressions connected with work.

to work shift-work (nights one week, days next)	hours of work
to be freelance	
to be on flexi-time (flexible working hours)	
to work nine-to-five (regular day work)	

to go / be on strike (industrial dispute) to get the sack (thrown out of your job) to be fired (more formal than “get the sack”; often used as a direct address: “You’re fired!”) to be dismissed (more formal than ‘be fired’) to be made redundant (thrown out, no longer needed) to be laid off (more informal than ‘made redundant’) to give up work (e.g. in order to study) to be on / take maternity leave (expecting a baby) to be on / take sick leave (illness) to take early retirement (retire at 55)	reasons for not working
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------

B. Using the expressions say what you think has happened/is happening.

Example: *I’m not working now, the baby’s due in 3 weeks.*

She’s on maternity leave.

1. I lost my job. They had to make cutbacks.
2. He’s enjoying life on a pension, although he’s only 58.
3. One week it’s six-to-two, the next it’s nights.
4. I was late so often, I lost my job.
5. I get in at nine o’clock and go home at five.

Ex. 7. A. Find sentences from the list on the right which paraphrase each of the sentences on the left.

1. What do you do for a living? 2. Is it a very rewarding job? 3. Do you get any perks? 4. Why did they sack you? 5. Are you in charge of recruitment? 6. Is it a very demanding job? 7. What does the job involve? 8. Why did you hand in your notice? 9. How much do you earn? 10. Is it a skilled job? 11. Why did they take you on? 12. Are you freelance? 13. What are your job responsibilities?	a) Why did you resign? b) What do you have to do exactly? (2 variants) c) Do you work for yourself or are you employed by someone? d) Why did they employ you? e) Do you need any special training? f) Are you responsible for employing people? g) Is it very hard work? h) What is your salary? i) Why were you dismissed? j) What’s your job? k) What fringe benefits are there? l) Is it a very satisfying job?
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

B. It is sometimes necessary to paraphrase what you are saying if the listener does not understand.

Example:

A: How much do you earn? B: Sorry? A: What’s your salary? B: Oh, it’s ...	C: Why did they sack you? D: I beg your pardon? C: Why did they dismiss you? D: It was because of...
------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------

C. Practise similar dialogues with a partner using phrases from A.

Ex. 8. Read short texts and pay attention to the things people mention speaking about their job.

1) I’m an office worker in an insurance company. It’s a nine-to-five job with regular working hours. The work isn’t very interesting, but I like to be able to go home at a reasonable time. We all have to clock in and clock out every day. In this company, even the managers have to, which is unusual!

Note: You also say clock on and clock off.

- 2) I'm in computer programming. There's a system of flexitime in my company, which means we can work when we want, within certain limits. We can start at any time before eleven, and finish as early as three, as long as we do enough hours each month. It's ideal for me as I have two young children.
- 3) I work in a car plant. I work in shifts. I may be on the day shift one week and the night shift the next week. It's difficult changing from one shift to another. When I change shifts, I have problems changing to a new routine for sleeping and eating.
- 4) I'm a commercial artist in an advertising agency. I work in a big city, but I prefer living in the country, so I commute to work every day, like thousands of other commuters. Working from home using a computer and the Internet is becoming more and more popular, and the agency is introducing this: it's called teleworking or telecommuting. But I like going into the office and working with other people around me.

Ex. 9. Complete each sentence by using a word from the box

employ - employer - employee - unemployed - employment - unemployment

1. We are _____ a new interpreter from September 1.
2. He is _____ at present and is job hunting.
3. We were _____ to do some seasonal job.
4. My _____ wouldn't like me to be late.
5. Office _____ are called white-collar workers.
6. Being a housewife is full-time _____.
7. _____ is a major social problem.
8. The _____ are on the dole in the United Kingdom.

B. WHO IS THE BOSS?

Focus Vocabulary

boss chairman/chairperson chancellor chief director executive head	headmaster headmistress manager president principal subordinate
--------------------------------------------------------------------------------------	--------------------------------------------------------------------------------

Note: In the United Kingdom Chancellor is the person who officially represents a university on special occasions; Vice-chancellor is the person who is in charge of a university.

Compare: In the USA Chancellor is the person who is in charge of an American university, Vice-chancellor is next in rank to the Chancellor of a university.

	<i>BrE</i>	<i>AmE</i>
School	Headmaster / Headmistress	Head teacher
College	Principal	Principal
University	Principal / Vice-chancellor	Chancellor / President

Ex. 10. Say in one word using the focus vocabulary.

- a. a master, a person who controls or gives orders to others
- b. a member of a group who manage the affairs of a business company
- c. a person charged with administrative work
- d. the chief officer of a corporation, company
- e. a person presiding at a meeting
- f. a person who controls a business, a hotel, etc.
- h. someone in the position of command
- i. title of heads of colleges or schools in America
- j. a person highest in authority, the head or leader

- j. junior in rank or position
- k. principal teacher of a British

Ex. 11. Complete each sentence by using a word from the box.

manager	boss	subordinate	head	director	principal	headmaster
---------	------	-------------	------	----------	-----------	------------

- a. I must first consult my _____ about it.
- b. The _____ of the department is an experienced engineer.
- c. The _____ of the college is busy at the moment. Could you wait, please.
- d. The sales _____ recommended me for promotion.
- e. I've known him as my _____ for six years.
- f. The _____ of photography was awarded an Oscar
- g. The teacher sent her to the _____ as her work was so bad.

C. THE RIGHT ONE FOR THE JOB

Focus Vocabulary

ambitious	enthusiastic	qualified
ambition	generous	reliable
bored	honest	responsible
boring	ignorant	receptive (to new ideas)
committed	incompetent	self-confident
considerate	indifferent	self-confidence
cruel	just	self-important
efficient	motivated	skilled
expert	punctual	tactful
experienced	patient	unfair

What's in a Job?

When planning your lifetime career you have to consider two aspects:

First, what career will suit you and give you satisfaction

Second, if you are the right person for this career.

Ex. 12. Choose the best variant.

Choosing a Job

One of the most difficult decisions is choosing what to do for a/- (1) **work / living**. For example, do you want to follow a definite (2) **business / career**, and (3) earn /gain a/- low (4) **salary / money** at the beginning, but have good (5) **perspectives / prospects** in a company that trains its (6) **employers / staff**? Or are you more interested in taking any kind of work, because you need a/an (7) **income / money**? You may have to (8) **come up with / face up** to the fact that a good (9) **work / job** can be difficult to find. In that case, why not take a (10) **temporary / short** one? You will gain some useful (11) **experiences / experience**. Remember that even if you have the right (12) **qualifications / degrees**, you may have to (13) **turn down / fill in** lots of application forms before you are asked to (14) **attend / make** an interview. But don't worry if you don't know what you want to (15) **work / do exactly**. You'll enjoy finding out!

Ex. 13. A. What are the most important factors for you in choosing or keeping a job? Put the following factors in order of importance and then compare your list with that of your partner's. Share your opinions using the model.

Model

It is important for me that my job I would like the job that It should (not)	presupposes provides involves excludes be	good salary etc
------------------------------------------------------------------------------------	-------------------------------------------------------	-----------------

- good salary or wages
- interesting and varied work, not boring and monotonous
- work which is useful to society
- good working conditions
- flexible hours
- opportunities to meet people
- friendly considerate management and colleagues
- opportunities to travel
- long holidays
- job security
- good career prospects
- bossing people
- dealing with children
- responsibility of your own
- working with nice people
- getting on with your boss
- the chance of promotion
- another factor - what?

B. In your opinion, which jobs or professions fit your criteria

Model

<i>First of all, I tried to choose a job which I preferred the profession which</i>	<i>is needs requires involves gives etc.</i>	<i>interesting etc. travelling ... living abroad... etc.</i>
---------------------------------------------------------------------------------------------------	------------------------------------------------------------------	--------------------------------------------------------------------------

C. Does the job you hope to have fit them?

D. What jobs fit the criteria that you have selected above? Put them in order. Which 7-8 criteria were the most important for you while choosing your career? Share your opinion with your friend. Give your reasons if necessary. Use the model of Ex. 13.

Very boring	Very interesting
Very badly-paid	Very well-paid
Give opportunity to meet people	Give no opportunity to meet people
Involve travelling	Don't involve travelling
Require special qualification	Manual
Caring	Influencing people
Require using a computer	Don't require using a computer
Involve the use of languages	Don't require knowledge of languages
Monotonous	Varied
Involve living abroad	Don't involve living abroad
Low-status	High-status
Require working indoors	Require working outdoors
Require wearing special uniform	Suggest wearing beautiful clothes

Ex. 14. In team of three or four devise a list of

a) jobs which can be described as: full-time, part-time, 9 to 5, temporary, seasonal, backbreaking, demanding, frustrating, challenging, boring, tough, interesting, well-paid, badly-paid, prestigious, rewarding

b) jobs requiring: an incredible responsibility, a good qualification, a rich imagination, an attractive appearance, a fine sense of humour, a good memory, a refined taste, creativity, strength of body, stamina, a quick mind, tolerance, self-discipline, self-confidence, full commitment, special skills (administrative, managerial, communicative, other skills), leadership qualities

Ex. 15. Translate into English

1. - Почему он уволился? - Трудно сказать. Он опытный и трудолюбивый сотрудник, однако он не получил повышения, когда освободилась должность руководителя отдела.
2. Профессия учителя была бы более уважаемой, если бы она лучше оплачивалась.
3. Для этой работы не нужна особая квалификация, достаточно пройти короткий курс подготовки.
4. Что для тебя важнее - сделать хорошую карьеру, или посвятить себя семье?
5. Смирился бы ты со своей монотонной, неинтересной работой, если бы она лучше оплачивалась?
6. Эта должность не дает никаких перспектив. Я подаю заявление об увольнении.
7. Опишите Ваши служебные обязанности.
8. Маловероятно, что она примет предложение о повышении. Она из тех людей, кто избегает ответственности.
9. - Чем Вы занимаетесь? - К сожалению, у меня нет постоянной работы. Мне приходится выполнять случайные работы: косить газоны, разносить рекламные листки и пр.
10. Профессия инженера требует призвания. Иначе ты будешь всю жизнь чувствовать неудовлетворение от своей работы.
11. Кто не мечтает в юности сделать блестящую карьеру!
12. У меня нет амбиций. Спокойная работа за письменным столом, уютная обстановка и приятные, внимательные коллеги - вот все, что мне нужно. Конечно, не откажусь от хорошей зарплаты.
13. Не думаю, что из него получится хороший врач. Он равнодушный и невнимательный к людям, самовлюбленный человек.
14. Я не привыкла работать с 9 до 5. Мне бы хотелось устроиться на работу со свободным распорядком дня.
15. Мой брат - преуспевающий внештатный журналист. Его статьи публикуют многие ведущие газеты.
16. Перепечатывать все заново? Это же пустая трата времени. Тебе следует научиться работать на компьютере, и тогда тебе не придется это делать.