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Now study these words in context

Well, Philip is my **opposite number** [has the same position/does the same job as me] in the company's New York office.

He and I have a good **working relationship** [how we communicate and work together]. Last month we got a new boss, who quickly established a good **rapport** [ˈræp'ɔː/ communication/relationship] with everyone in the office. I do socialise with my **workmates** [informal: colleagues, especially in non-professional jobs] but we try not to **talk shop** [informal: talk about work].

The company is generally very **hierarchical** [ˈhaɪə'rɑːkɪkəl/ has a structure with powerful and less powerful people]; there's a **pecking-order** [a system where some people have the right to get benefits/promotions before others] for everything. I **do a job-share** [we each have a 50% contract for the same job] with a woman called Rosemary. It suits us both as we each have children to look after.


Ex. 1 Correct the mistakes in this paragraph. (не терт)

I think I have a good relationship with most of my colleagues. I tried to establish a good report with them from the very beginning. The person I like most in my opposite member in our office in Paris. Generally, when I socialize to my colleagues outside of work, we try not to talk about shop, but it's not easy and sometimes we have a good gossip about people who are not there.


Daily work routines

Nancy gets to work at about 8.45. She has to **clock in** and **clock out** [use an electronic card to record the time she arrives and leaves each day]. She works fixed hours; she has a **nine-to-five job**. Brett can come in at any time from eight o'clock till ten in the morning; he works **flexi-time** / he's **on flexi-time**, but his core hours are 10.00 to 12.00 and 2.00 to 4.00. Archie doesn't go to the office at all. He works from home with his computer; he's a **teleworker**. Bert works different times each week; every third week he works nights; he does **shift work** / he's a **shift worker**. Mick has his own company; he's **self-employed** and works from home. His wife works for different companies at different times; she's **freelance** / she works **freelance**.


Most of the day I do routine tasks, but occasionally there's a crisis or I have to **meet a deadline** [have something finished by a fixed day or time]. At certain times of the year I have a very **heavy workload** [amount of work I have to do] but at other times it can be quite **light**.



I start work at my machine at seven o'clock when I'm on the **day shift**. The job's very **mechanical** [you don't have to think about what you are doing] and **repetitive** [the same thing every day]. All I ever think about is **knocking off** at three [informal: finishing work]. The shift I hate most is the **night shift**. I start at ten and work all night till six in the morning. The job's a bit **monotonous** [boring because it never changes].



I have a **glamorous** job [very exciting, which everyone admires]. I'm a pilot. The hours are **irregular** and **antisocial** [do not enable one to have a normal social life], but I'm not **stuck behind a desk** [informal: sitting in an office all day] and there's a lot of variety. The **stress levels** can be quite high when you know people's lives depend on you. I feel sorry for people who are **stuck in a rut** [stuck in a job they can't escape from] or working in **dead-end jobs** [jobs with no prospects of promotion].



Ex.2 Use words and phrases from B and C on the opposite page to complete these sentences.

- 1 I would get bored if I had a nine _____.
- 2 When I arrive in the morning and leave the office in the evening I use this card to _____.
- 3 I'm very tired; recently I've had a very heavy _____.
- 4 I don't want an office job. I don't want to spend all day stuck _____.
- 5 I can clock in any time between eight and ten and clock out between four and six; I'm on _____.
- 6 I'd hate to feel trapped in my job and to *be* stuck in _____.
- 7 He's not here this evening, he's working nights; you see, he does _____.
- 8 I work for different companies at different times as it suits me. I'm _____.
- 9 I used to work for someone else, but now I'm my own boss; I'm _____.
- 10 I stopped working in the hamburger restaurant. It was just a dead-_____.
- 11 When I was working in the factory, all I could think of all day was *the moment* when I could knock _____.
- 12 Being a nurse is a good job, but you can't go out much with friends. The hours are a bit _____.

Ex.3 Read the text in the box below and match the words in bold with their definitions underneath. Use your dictionary to check your answers.

Brian James left University and decided to **apply for** a job which he saw advertised in the paper. He **filled in** the application forms and, a few weeks later, was asked to **attend an interview**. He was offered the job that same day.

As he lived in a small town outside the city, he had to commute every day. He was good at his job and very soon was **promoted**. However, the company he worked for was having problems. Two people were **dismissed** for stealing and two of their friends **resigned** in sympathy, the directors decided to **lay off** five more because the company couldn't afford to keep them, and the managing director decided to **retire early**. The atmosphere was so bad that Brian eventually decided to **hand in his notice**.

1. to give up a job.
2. to ask for a job, usually by writing a letter.
3. to be removed from a job, usually because you have done something bad.
4. same as 1.
5. to stop work and take a pension, usually when you are in late middle age.
6. to write in the empty spaces on a form.

7. to be given a better job in the organization you work for.
8. to be questioned by one or more people when you are applying for a job so that they can decide if you are suitable for that job.
9. to travel to work from home each day, usually from one town to another.
10. to be dismissed from your job for a time until more work is available.

Ex.4 Read the text which follows and fill in the gaps with an appropriate word from the box below. Use your dictionary to help you. In some cases, more than one answer is possible.

commission • prospects • candidates • references • manager • salary • promotion • applicants • increment • vacancy • employee • perks • qualifications • shortlist • pension • salesman

A computer company had a (1) _____ for position of (2) _____, and decided to advertise for a new (3) _____. A lot of (4) _____ with good (5) _____ and (6) _____ applied for the job, and after all the interviews had finished, the directors made a (7) _____ of the best (8) _____, then invited them to come back for another interview.

The person who eventually got the job was very happy. After all, he would receive an annual (9) _____ of £25,000, with a 5% (10) _____ twice a year, a 15% (11) _____ for each computer he managed to sell, excellent (12) _____ such as private health insurance and a company car, a company (13) _____ to make sure he would be well-off when he retired, and the chance of (14) _____ from salesman to sales (15) _____ if he was successful. All in all, his future (16) _____ looked very good.

Describe these pictures using new vocabulary. What is similar between them? What different features have you noticed?



