

Some job-titles are found in a wide range of different workplaces. The broad meanings are given here. The right-hand page exercises will help you work out more precise meanings.

**director** (member of the board of a company) **executive** /ɪg'zekjətɪv/ (important person who makes big decisions) **administrator** (person who runs the office day-to-day) **clerk** /kla:k/ (ordinary office worker) **skilled worker** (trained to do specific tasks, e.g. building a computer) **unskilled worker** (doing a job that needs no training) **labourer** (does hard, physical work) **receptionist** (visitors must check in with them) **public relations officer** (gives information to the press, TV, etc. about the company) **safety officer** (makes sure machines, etc. are not dangerous to use) **security officer** (makes sure thieves/criminals cannot enter) **union representative** (looks after the staff's interests) **economist** (expert in financial matters) **personnel officer** (takes care of administration for new and existing employees) **sales assistant** (sells goods to the public) **education officer** (organises training, classes, etc. for employees) **research-worker** (investigates and develops new products) **supervisor** (makes sure workers are doing their job properly)

Here are some **professions** (jobs that require considerable training and/or qualifications) and **trades** (skilled manual jobs requiring on-the-job and other training).

**lawyer**    **dentist**    **hairdresser**    **mechanic**    **architect** /'ɑ:kɪtekt/    **priest**  
**farmer**    **vet**    **librarian**    **physiotherapist** /fɪzɪəʊ'θerəpɪst/    **child-minder**  
**police officer**    **accountant**    **engineer**    **scientist**    **chef** /ʃef/    **firefighter**  
**civil servant**    **tailor/dressmaker**    **designer**    **builder**    **carpenter**    **plumber**

### Collocations of words connected with work

It's not easy to **get/find work** round these parts. I've been **offered work / a job** in Paris. What d'you do for a living? I'm **in publishing/banking**, etc.

It's hard to **make a living** as a freelance writer. [earn enough money to live comfortably] She's not prepared to **take on that job**. [suggests 'having personal responsibility']

to do shift-work or to work shifts [nights one week, days the next week]	}	hours of work
to be on flexi-time [flexible working hours]		
to work nine-to-five [regular day work]		
to go/be on strike [industrial dispute]	}	not working
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 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 (woman) or paternity (man) leave [before/after the birth of a baby]		
to be on / take sick leave [illness]		
to take early retirement [retire at 55]	}	other useful expressions
to be a workaholic [love work too much]		
to be promoted [get a higher position]		
to apply for a job [fill in forms, etc.]		

## Exercises

### 44.1 Which of the job-titles in A opposite would best describe the following?

- 1 The person who represents the workers' interests in disputes with the management in a factory.
- 2 A person who has a high (but not the highest) position in a company and whose job it is to make important decisions.
- 3 An important person in a company who sits on the board.
- 4 A worker whose job requires no special training, for example, an office cleaner.
- 5 A person generally in charge of the day-to-day organisation of a company/department.
- 6 The person who makes sure there are no risks of accidents from machinery, etc.
- 7 A person whose job it is to keep an eye on the day-to-day work of other workers.
- 8 A person who does hard physical work.
- 9 The person who handles applications for vacant posts.
- 10 The person who gives out information to the press for a company.
- 11 The person who makes sure all the doors and windows have good locks on them.
- 12 The person you first speak to when you arrive at a company as a visitor.

### 44.2 Using the expressions in C opposite, 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 They've made her General Manager as from next month!
- 5 I was late so often, I lost my job.
- 6 I get in at nine o'clock and go home at five.
- 7 Your trouble is you are obsessed with work!

### 44.3 Whose job do these things belong to?

EXAMPLE bucket ladder leather *window cleaner*

- |               |                    |         |                  |          |            |
|---------------|--------------------|---------|------------------|----------|------------|
| 1 board       | overhead projector | chalk   | 4 make-up        | script   | microphone |
| 2 scalpel     | mask               | forceps | 5 tractor        | plough   | barn       |
| 3 fax machine | filing cabinet     | stapler | 6 sewing machine | scissors | needle     |

### 44.4 Would you call the following a *trade*, a *profession* or an *unskilled job*?

- |        |             |               |           |                    |
|--------|-------------|---------------|-----------|--------------------|
| 1 vet  | 3 plumber   | 5 electrician | 7 cleaner | 9 refuse collector |
| 2 chef | 4 architect | 6 dressmaker  | 8 tailor  | 10 lawyer          |

### 44.5 Fill in the collocations.

I'd love to .....<sup>(1)</sup> a job in journalism, but it's not easy without qualifications.  
Since I have to earn a .....<sup>(2)</sup> somehow, I'll have to get .....<sup>(3)</sup> wherever I can find it. I've been .....<sup>(4)</sup> some part-time work editing a typescript for a book, but I'm not sure I want to ..... it .....<sup>(5)</sup>.

### 44.6 Think of five people you know who work for a living. Can you name their jobs in English? If you cannot, look them up in a good bilingual dictionary, or in a thesaurus.