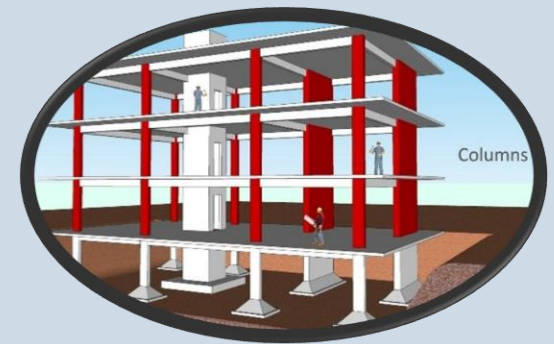
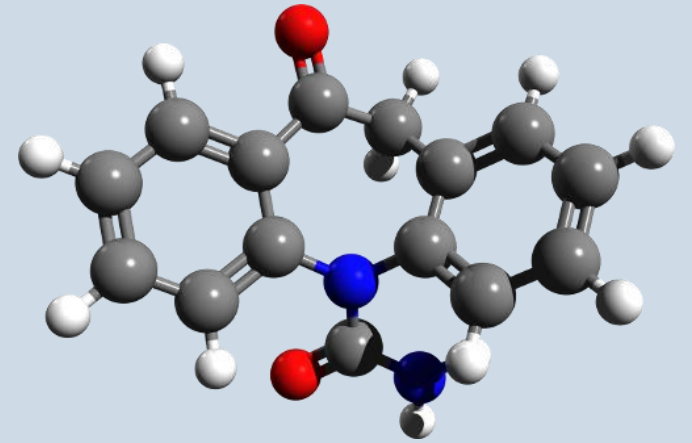
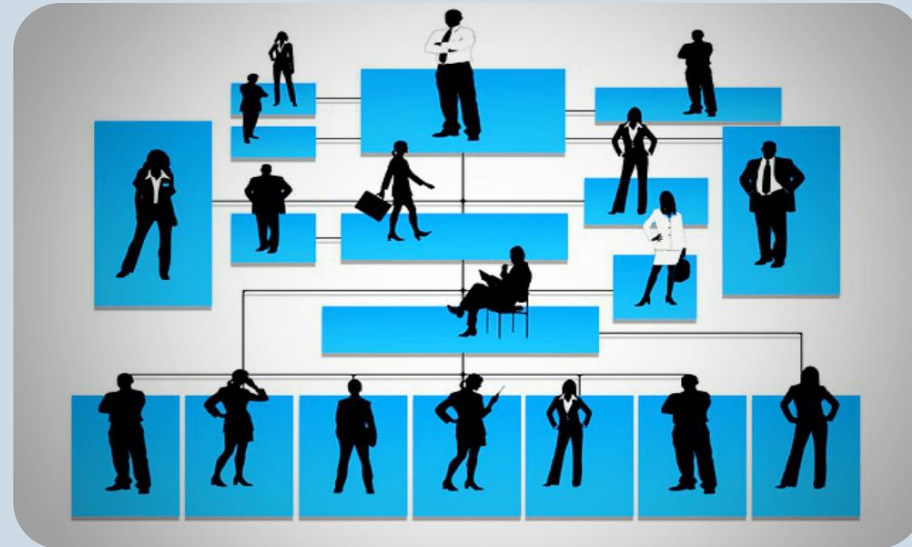




UNIT 3

ON THE JOB

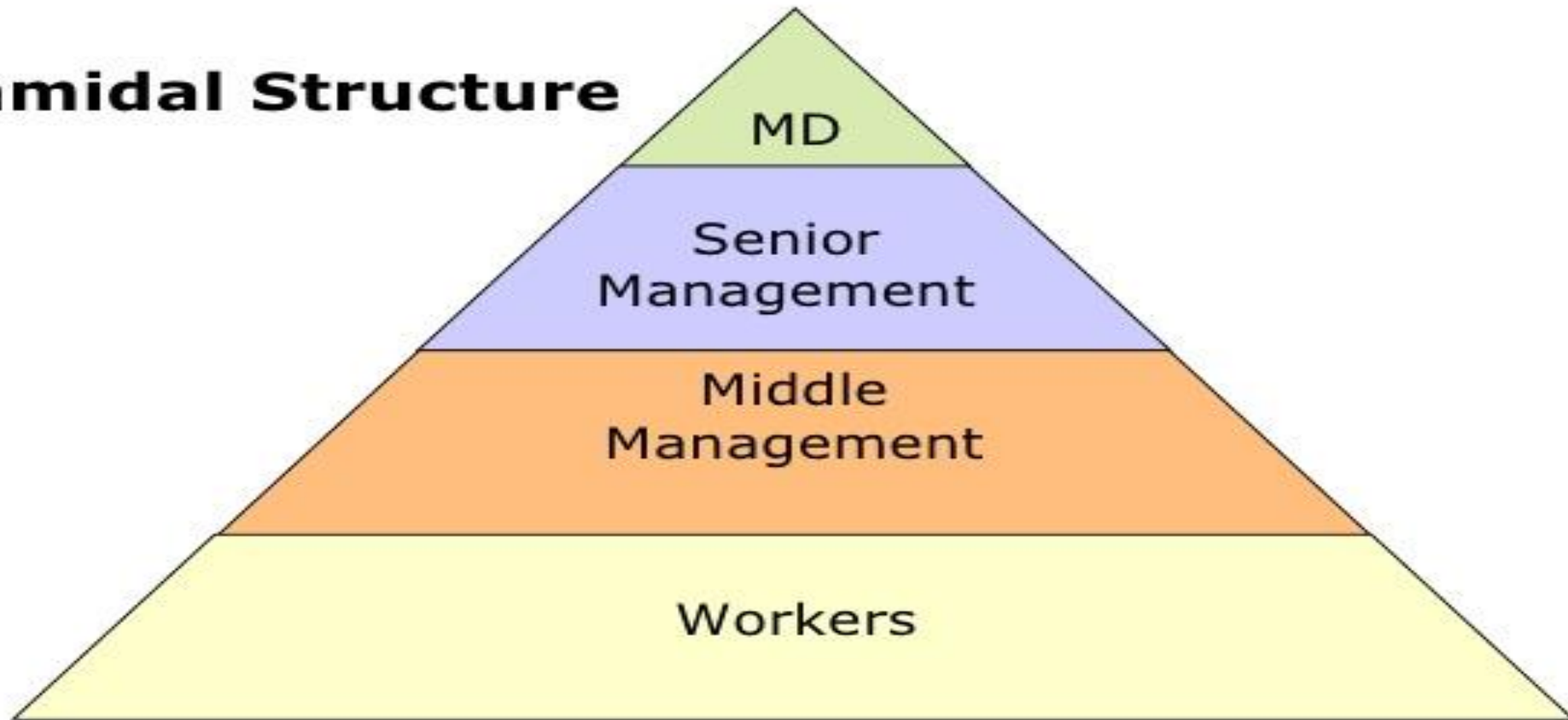
What comes to your mind when you think of a word **structure**?



Why is structure important?

Organisation Charts

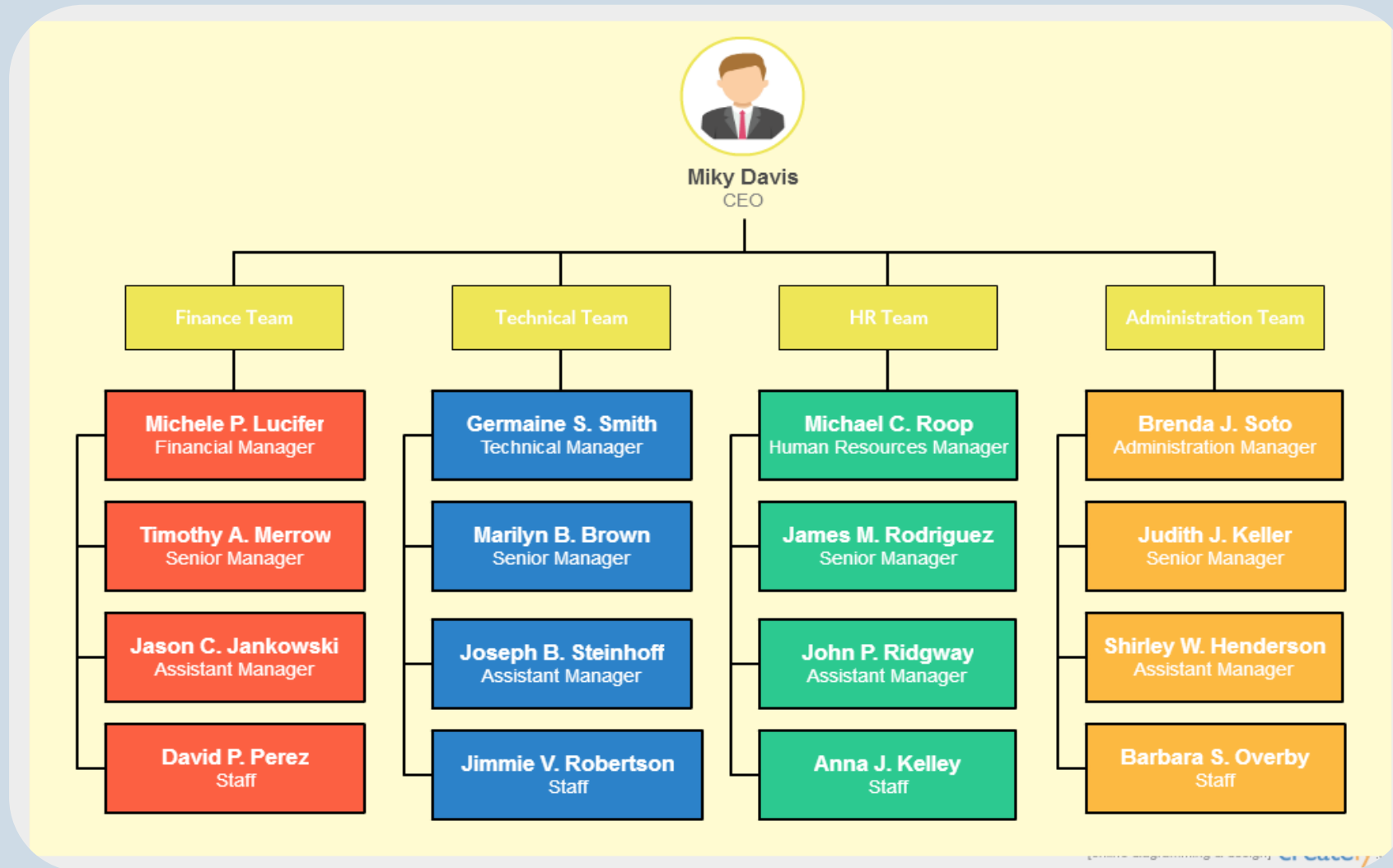
Pyramidal Structure



Different types of company structure:

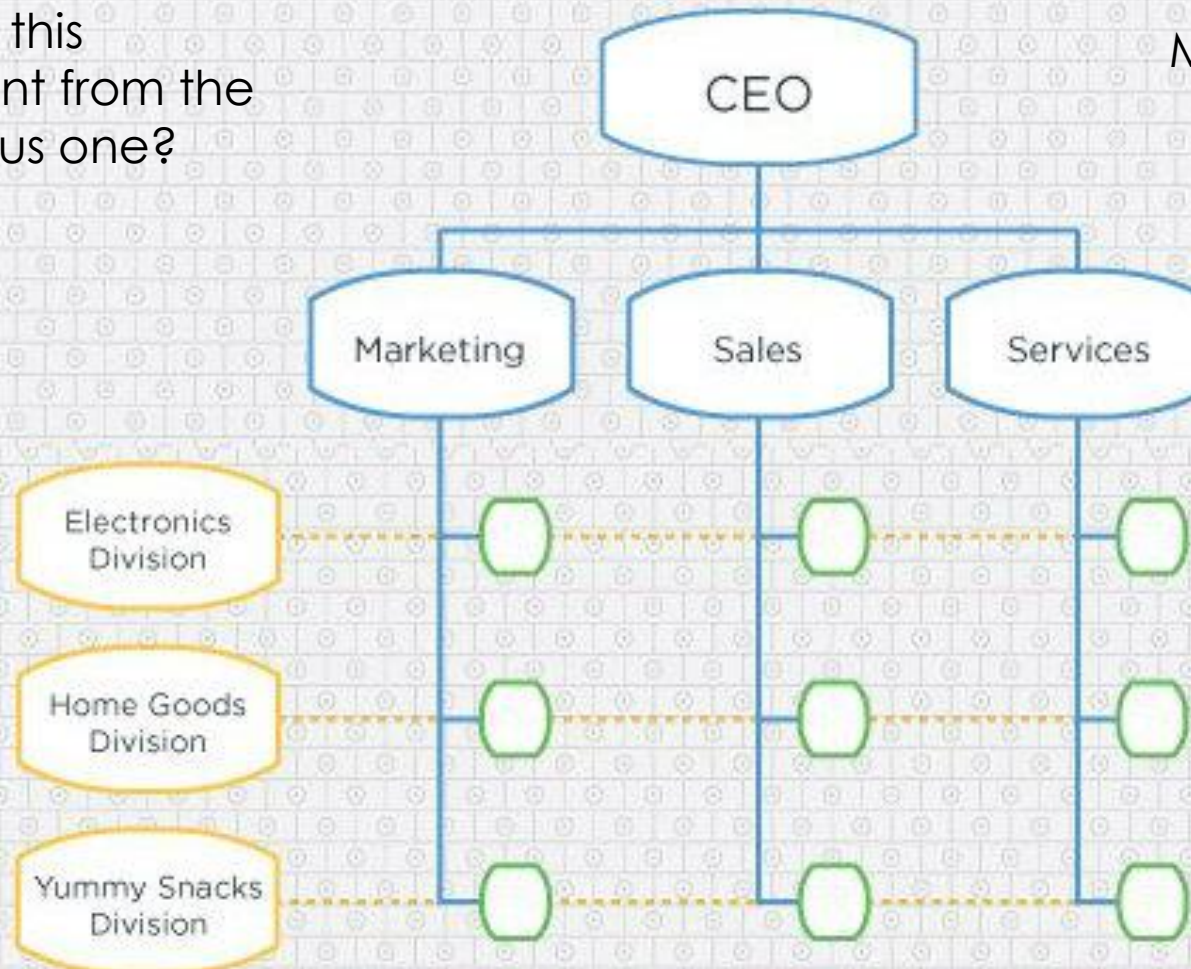
What do you see in the picture?

Functional



How is this different from the previous one?

Matrix



Are there many levels between the CEO and the company departments?

Flat/Line



Types of offices



Spacious, large, open room used as one office for everyone that enables communication



Partially enclosed workspaces that are separated from one another by partitions

Read the text and find the words that these definitions describe:

1. People leading and organizing the company – **management**
2. People who carry out the work – **workforce/personnel**
3. The conditions in which employees work – **working conditions**
4. Main office – **headquarters**
5. An office without walls inside – **open-plan office**
6. To register when you arrive at work
clock-in / when you leave work **clock-out**
7. A job that starts at 9 a.m. and ends at 5 p.m. – **nine-to-five job**
8. To choose your working hours – **flextime**

11. Spend more than 8 hours at work – **work overtime**
12. People who travel to work because they live far away - **commuters**
13. Working from home on a computer – **teleworking/telecommuting**
14. Office worker – white-collar worker; factory worker – **blue-collar worker**
15. Perks – **fringe benefits**
16. Not working because of illness – **sick leave** / because of pregnancy – **maternity/paternity leave**
17. The training given while the employee is doing the actual job – **on-the-job training**
18. Reduce the number of employees – **downsize**
19. Reduce the number of levels of staff – **delayer**
20. Money given to a former employee after he was made redundant – **redundancy payment**
21. To pay to another company to do some work for your company – **outsource**

Fringe benefits and perks



Health insurance



Lunch break



Social security



Paid vacation



Company car



Billiards, gym,
table tennis, PS

+ maternity/paternity leave, retirement benefits, sick leave, etc.

Perks: Company car, hotel stays, free snacks, leisure activities at work (golf, billiards, etc.)

What's the difference between **job** and **work**?



Job

- ❖ Job is an occupation; a profession;
- ❖ You receive money for it.
- ❖ Countable noun.

Examples:

1. Do you have a full-time job?
2. I love my job. I help people learn English. 😊



Work

- ❖ Activities you do to accomplish a goal;
- ❖ You sometimes earn money for it.
- ❖ Uncountable noun + verb.

Examples:

1. I work from 8:00 am to 5:00 pm.
2. I have some work to do in the garden.
3. I did some voluntary work during my education.

Complete the sentences with the verb *work*, using the correct preposition from the box. Note that in some sentences, more than one preposition is possible.

in with for to under as on a

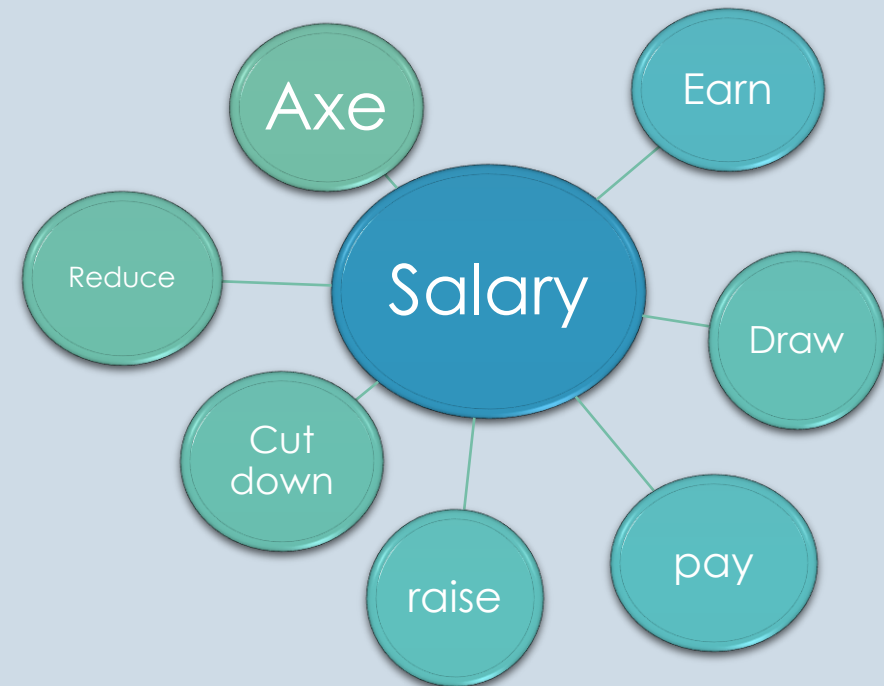
- 1 I work **as** a journalist. I investigate and write articles for newspapers.
- 2 I work **in/with** the media. I'm an advertising executive.
- 3 I work **with** underprivileged children, helping them to overcome disadvantages in life.
- 4 I work **for/in** a multinational pharmaceutical company.
- 5 I work **at/for** Lords and Sons. I'm training to be a solicitor.
- 6 I work **on** large building projects, which often take up to two or three years to complete.
- 7 I work **to** tight budgets and strict schedules.
- 8 I work **for/under** a very inspiring manager, who has taught me everything I know.

Fill in the blanks with the appropriate word or phrase:

1. _____ is a hands-on method of teaching the skills, knowledge, and competencies needed for employees to perform a specific job within the workplace.
2. _____ is fixed amount of money an employee earns.
3. _____ are the amount of money an employee receives based on working hours or days.
4. _____ is knowledge or skill that someone gets from doing something rather than just reading about it or seeing it being done.
5. _____ is the amount of money paid by a company to their employees for their expenses. E.g. When you travel for work, you get a _____ for your work-related expenses.



Salary
OJT
Reimbursement
Wages
Hands-on
knowledge



Vocabulary recap

Replace the underlined definition with the appropriate word:

1. We are reducing the staff in our company.
2. I travel to work every day.
3. I have been laid off from work. (5 options)
4. Our company has a record of our employees and the amount of money they are to be paid.
5. Apart from my salary, I was given special benefits in my company, like company car and a laptop to use.
6. We all work in one large, open room with no walls between us, so that we can easily communicate.

7. Workers are threatening with a protest.
8. As opposed to workers who do manual work, we work in our offices, at the desks. (two words)
9. Salespeople are paid based on the amount of goods they sell.
10. The CEO decided to reduce the number of levels in the company hierarchy.
11. Our employees don't have strict working hours.
12. As a punishment, he was moved down from the position of financial manager to the position of assistant manager.

4. Complete these dictionary definitions with words from the box.

bands • ceiling • cut • deductions • drift
expectations • review • structure

- (a) Salary _____ refers to money which a company removes from salaries to pay to the government as tax, National Insurance, etc.
- (b) A salary _____ is the organisation of salaries in a company with different rates of pay for different jobs.
- (c) Salary _____ is a situation where an increase in pay is greater than that of officially negotiated rates.
- (d) Salary _____ are the hopes of an employee that their salary will increase.
- (e) A salary _____ is a re-examination by an employer of an employee's pay.
- (f) A salary _____ is the highest level on a pay scale that an employee can achieve under his or her contract.
- (g) Salary _____ are all the salaries at different levels in a company.
- (h) A salary _____ is a sudden reduction in salary.

Talking about jobs – Listening task

Jenny Harris works for a charity organization called Foodaid. She's attending a careers fair at a university where students can talk to representatives from lots of companies to see if they would like to join them.

1. Which of the following strategies does Jenny employ successfully when talking to the student? Note down the relevant parts in the conversation.
2. Does Jenny make any mistakes?
3. Note down some verbs to describe what you do as well as some adjectives.

- Be brief and precise.
- Show how your job benefits people or organizations.
- Make sure that your description is relevant to the person you are talking to.
- Avoid technical terms or acronyms unless talking to a fellow expert.
- Accentuate the positive aspects rather than the negative.

Key

- **Be brief and precise:** 'Well, actually I'm a lawyer. I'm in charge of managing the legal department and we make sure that Foodaid understands any legal issues there might be in the work it does.'
- **Show how your job benefits people:** 'You feel you are doing something useful with your skills, not just making some company shareholders richer.'
- **Make it relevant to the person you're talking to:** 'J: There are lots of different jobs at Foodaid. What subject do you study at university? / S: Engineering. / J: Very important for Foodaid.'
- **Accentuate the positive:** 'You'll never be rich working for Foodaid. but you get paid. Very often people like you work with us for a few years to gain experience and then they move onto other jobs. Lots of companies like that. And even if the work is demanding, it's never boring.'
- Jenny's **mistake** was using the acronym 'NGO', which she needed to explain to the student.

Grammar practice

Match the two sentence halves.

- | | | |
|-----------------------|---|--|
| 1. If I'm responsible | → | with something, I'm content with it. |
| 2. If I'm in charge | → | for something, I have control over it. |
| 3. If I'm satisfied | → | of something, I have control over it. |
| 4. If I'm skilled | → | for a job, I have all the necessary qualifications to do this job. |
| 5. If I'm qualified | → | in something, I am very good at it. |
-

Grammar note

Note how we use the –ing form after *involve*, *be responsible for*, *entail* and *be in charge of*.

Examples:

1. There are lots of jobs at Foodaid which involve **doing** all sorts of different things.
2. He is responsible for **helping** farmers.
3. I am in charge of **managing** the legal department.
4. My job involves **providing** people with the computer equipment they require.
5. I am responsible for **overseeing** the production of all our fashion lines.
6. My job entails **organizing** my boss's affairs.

Additional practice

- [Jobs and professions – Vocabulary](#)
- [Jobs and professions - Word formation](#)
- [Advanced idioms](#)