

Business Vocabulary in Use

Advanced

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1

World of work

A

My work is so rewarding



'I work in advertising. I love my work, which is really **rewarding** and **stimulating**. **Originality** and **creativity** are very important in this industry, of course.

No two days are the same in my job: I could be contacting film companies for new advertising campaigns one day and giving client presentations the next. I like the **client contact** and I am very much **hands-on** – being involved with the productive work of the agency rather than managing it.

When I joined the agency, I **hit it off with** my colleagues immediately and I still **get on well with** them. There's a very good **rapport** between us.'

B

I like the team work

'I'm an aircraft engineer. I work on the research and development of new aircraft. I love **putting ideas into practice**. I like **working on my own**, but it's also great being part of a team. I like the **team work** and the **sense of achievement** when we do something new. And of course, the planes we produce are very beautiful.

Is there anything I don't like? I dislike days when I'm **chained to a desk**. I don't like **admin** and **paperwork** – sometimes I feel I'm **snowed under** with it. And in a large organization like ours, there can be a lot of **red tape** and **bureaucracy** – **rigid procedures** that can slow things down.'

C

I want to make a contribution

'I'm a secondary school teacher. It's a low-paid job but I want to help people and **make a contribution to society**. That's what gives me **motivation**. My job gives me a lot of **satisfaction**. The work can be **stretching**, taking me to the limits of my skills and knowledge. But it's great to see kids developing and learning. Of course, they can be very difficult and **demanding**, but sometimes we even get **recognition** from parents that we are doing a good job! But I don't like unnecessary interference – I don't like people **breathing down my neck**.'

1.1 Complete the sentences with expressions from A opposite.

- 1 Work that is interesting and exciting is and
- 2 If you spend time with customers, you have
- 3 If you have a good working relationship with your colleagues, you well with them.
- 4 If you do the actual work of the organization rather than being a manager, you are
- 5 If you want to say that work is not repetitious, you can say, '.....'.
- 6 and are when you have new and effective ideas that people have not had before.

1.2 The aircraft engineer talks about his work. Complete his statements with expressions from B opposite.

<p>1 Sometimes I work late at the office when everyone has gone home. I like</p>	<p>4 I love the involved when we all work together to create something new.</p>
<p>2 It's great to see what I learnt during my engineering course at university being applied in actual designs. I like</p>	<p>5 It's rare, but sometimes when I come into the office and see a huge pile of work waiting for me, I feel completely</p>
<p>3 I hate it when there is a big stack of documents and letters on my desk that I have to deal with. I don't like and</p>	<p>6 When we see a new plane fly for the first time, we all feel a great</p>
	<p>7 I get frustrated when you have to get permission to spend anything over £50. I don't like and</p>

1.3 Complete this table with words from C opposite and related forms. Put a stress mark in front of the stressed syllable in each word. (The first one has been done for you.)

Verb	Noun	Adjective
con'tribute (or 'contribute)	con'tribution	con'tributory
demand		
motivate		
recognize		
satisfy		

Over to you 

Write a job description for your own job or one you would like, and say why you feel you are suitable for it.