

# 1

# Working life

## Learning objectives in this unit

- Talking about your work and responsibilities
- Introducing yourself and others
- Expressing interest in conversations
- Using the present simple and frequency adverbs to talk about your job and routine activities

## Case study

- Speed networking

## Starting point

- 1 Which things in this list are the most / least important for you in a job?**
  - money
  - job satisfaction and professional development
  - free time
  - recognition
  - job security
  - career opportunities and opportunities for promotion
  - variety
  - training
- 2 When you were a child, what job did you dream about doing? Why?**

## Working with words | Describing work

- 1 Ed Lu is an astronaut who spent six months on the International Space Station. Read what he says about working there. List the positive and negative points of his job.**

## A job among the stars

Working on the ISS (International Space Station) is every astronaut's dream. Life on board may sound glamorous to some people, but conditions can be uncomfortable and we have a demanding schedule – we work ten-hour days and have one and a half days off – although when you live in your office, it's hard to separate on-duty and off-duty.

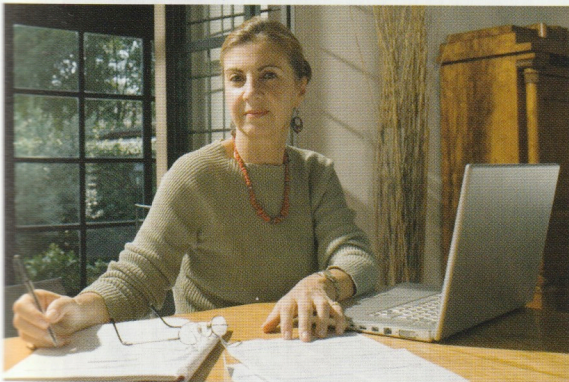
Our tasks are quite varied – we do a range of different scientific experiments – but we also have to perform routine maintenance and regular safety checks, like cleaning the air filter and inspecting our emergency equipment. We exercise twice a day – if you don't, your muscles just disappear in the weightless conditions.

Life is never dull, but you can feel lonely up here, away from friends and family. The work can also be stressful, so in my free time I relax by writing and answering emails. I also love taking photos of the views from up here. It's fun to watch stars as they rise through the atmosphere.



**2 01, 02**▶ When Ingrid was a child she wanted to become a doctor. Mansour's ambition was to be a pilot. Listen and find out

- 1 what they do now
- 2 what they like / dislike about their work.



**3** How near are they to their childhood dreams?

**4** Work with a partner. Match the words from the list to definitions 1–11.

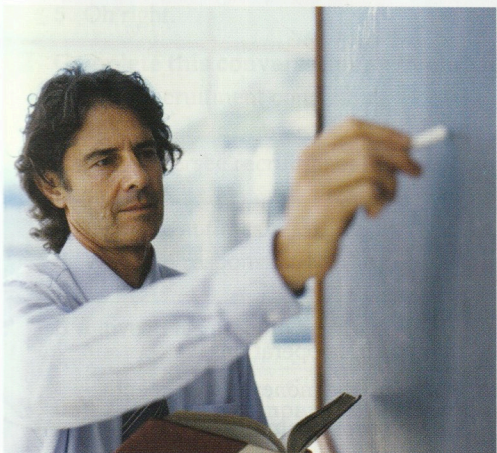
*fun varied challenging routine depressing stressful  
glamorous worthwhile rewarding dull demanding*

- 1 a good thing to do: \_\_\_\_\_
- 2 boring: \_\_\_\_\_
- 3 needing all our effort and attention: \_\_\_\_\_
- 4 difficult in a satisfying way: \_\_\_\_\_
- 5 lively and enjoyable: \_\_\_\_\_
- 6 looks attractive from the outside: \_\_\_\_\_
- 7 predictable, the same every day: \_\_\_\_\_
- 8 makes us feel unhappy: \_\_\_\_\_
- 9 different, not always the same: \_\_\_\_\_
- 10 makes us feel worried or anxious: \_\_\_\_\_
- 11 makes us feel good: \_\_\_\_\_

» For more exercises, go to **Practice file 1** on page 102.

**5** Work with a partner. Describe these jobs using words from **4**.

*Example: Being a teacher is quite a challenging job because you have to teach large groups of people who have different abilities. It's also very rewarding.*



**6** Work with a partner or in small groups. Describe your own job using words from **4**.

📎 » Interactive Workbook » Glossary

## Socializing | Introductions and saying what you do



1

- 1 An NGO is a non-governmental organization. Amnesty International and the Fairtrade Foundation are two well-known NGOs. Can you think of any others?
- 2 03▶ The Culham Health Trust is an NGO based in New York. It has invited its key personnel, sponsors, and fundraisers to its headquarters to mark its 20th anniversary. Listen to these two conversations. Which is more formal? How do you know?
- 3 03▶ Listen again and write notes in this table.

	Job and responsibilities
Luc Akele	
Jo Johansson	
Walter Mayer	

- 4 Put phrases a–h below into categories 1–3. Then decide which are more formal and which are less formal.

- 1 Introducing yourself: \_\_\_\_\_
  - 2 Introducing someone else: \_\_\_\_\_
  - 3 Responding to an introduction: \_\_\_\_\_
- a I want you to meet ...
  - b This is ...
  - c I'm delighted to meet you.
  - d I'm very pleased to meet you too.
  - e I don't think we've met. I'm ...
  - f Nice to meet you.
  - g I would / I'd like to introduce you to ...
  - h My name's ...

- 5 04▶ Listen and complete these sentences.

- 1 Well, I \_\_\_\_\_ fund applications.
- 2 Well, I'm \_\_\_\_\_ our sub-Saharan Africa operations.
- 3 I \_\_\_\_\_ projects and make sure that the money is well spent.
- 4 I'm \_\_\_\_\_ their medical donations programme.
- 5 I \_\_\_\_\_ all the inter-governmental work.
- 6 It \_\_\_\_\_ a lot of negotiation.

### Tip | actually

Use *actually* to mean *in fact*, *not at the moment*, or *right now*. It's a polite way to correct or contradict someone.

**A** Which part of the States are you from?

**B** *Actually*, I'm from Ontario, in Canada.

» For more exercises, go to **Practice file 1** on page 102.

## Speed networking

### Background

### Need more good contacts? Contact25 thinks it has the answer

Networking is increasingly important for individuals and companies who want to succeed in the world of international business. Contact25 organizes business-to-business speed networking events. At these events, participants have a series of mini-meetings with new contacts. The idea is that within a few minutes of talking to someone, they will know whether it is possible to do business with them. This makes it a very efficient form of business networking – by meeting lots of people, you have more chance of meeting ideal contacts for your business.

How does it work? Each meeting lasts

5 minutes. You have:

- 2 minutes to talk about your company / organization
- 2 minutes to talk about your partner's company / organization
- 30 seconds to score your partner, and note down future action
- 30 seconds to move on to the next meeting.

Speed networking is proving to be a good solution for many businesses who simply want to get results. Contact25 estimates that each attendee creates €5,000 worth of new business per event. So it seems that speed networking is simple, effective, and generates results.

## The Expert View

Networking is important not only for generating business. In today's more complex and inter-related organizations, networking is also an essential management skill. Personal relationships are a source of information and power – the better the quality of your network, the more 'social capital' you have. Contacts outside your organization and industry give you an external perspective that enables innovation. A wide range of relationships inside your organization provides you with opportunities to build support and develop your ideas.

Dr Martin Clarke, Programme Director,  
General Management Programme Group  
Cranfield School of Management

### Discussion

- 1 Why is networking important?
- 2 What are the advantages and disadvantages of speed networking?
- 3 Contact25 is thinking of going international. How could they make international speed networking possible?

### Task

- 1 You are going to participate in a speed networking event. Be yourself or choose a profile from File 01 on page 135. Make a note of your name, what you do, the name of your company / organization, what it does, and your personal and professional reasons for attending the event.
- 2 Work in small groups. Follow the rules of speed networking. Try to make as many useful contacts as possible and make a good impression on the people you meet. For each meeting
  - introduce yourself, say what you do, and who you represent
  - explain what the company / organization you represent does and why you are at this event
  - listen to your partner do the same as above and take notes
  - give your partner a score from 1 to 3 based on the following three statements
    - 'I would never want to work with this person.' = 1 point
    - 'I might want to work with them but I need to find out more about them.' = 2 points
    - 'I'm definitely interested in working with this person and will follow this up immediately.' = 3 points
  - note what you are going to do next with your contact.
- 3 Tell the group who your most useful contact was, and what follow-up action you will take.

## Case study