



1. water cooler
[ˈwɔːtə ˌkuːlə]
2. filing cabinet
[ˈfaɪlɪŋ ˌkæbɪnət]
3. cubicle [ˈkjuːbɪkəl]
4. desk [desk]
5. in tray [ˈɪn treɪ]
UK, inbox
[ˈɪnbɒks] N. Am.
6. open-plan office
[ˌəʊpən plæn ˈɒfɪs]
7. loading bay
[ˈlɔʊdɪŋ beɪ]
8. warehouse
[ˈweəhaʊs]
9. assembly line
[əˈsembli laɪn]
10. shop floor
[ˌʃɒp ˈflɔː]
11. time clock
[ˈtaɪm klɒk]
12. car park
[ˈkɑː pɑːk] UK,
parking lot
[ˈpɑːkɪŋ lɒt] N. Am.
13. lift [lɪft] UK,
elevator [ˈelɪveɪtə]
N. Am.
14. vending machine
[ˈvendɪŋ məˌʃiːn]
15. canteen [kænˈteɪn]
UK, cafeteria
[ˌkæfəˈtɛəriə]
N. Am.

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VOCABULARY

At work

It's where many of us spend more time than anywhere else. ANNA HOCHSIEDER presents language to talk about your work and your workplace.

MEDIUM PLUS

What do you do?

I work for a company that **produces** packaging materials. It's a **family business** with about 100 **employees**, from **unskilled factory workers** to **top positions** in management. I have **worked my way up** from a **part-time job** in the **warehouse** to **head of marketing**.

Our company has been named **employer of the year** twice. It offers a **generous benefits package**, with up to six weeks' **paid annual leave** and a **retirement plan**. Other **perks** include a **subsidized canteen** and **in-company childcare**. Sixty per cent of our **staff** are women.

We have a system of **flexitime**. Employees **clock in and out** using a chip card. Most of our **administrative staff** have regular **nine-to-five jobs**, while some of the **blue-collar jobs** involve **shift work**. Only one or two people **work from home**. As this is a rural area, many people **commute** long distances, so we've introduced a **carpool** system.

I spend most of my **working day** sitting at my desk, but I always try to make time for a **coffee break** to chat to my **colleagues**.

And how about you? **What do you do?**

PRACTICE

Now try the following exercises to practise talking about your work.



Exercise 1		E
Match the words on the left (A–F) with those on the right (1–6) to form <u>compound nouns</u> used on page 48.		
A. an open-plan	1. staff	
B. an assembly	2. office	
C. a family	3. package	
D. administrative	4. job	
E. a blue-collar	5. line	
F. a benefits	6. business	

Exercise 3		A
What's missing? Complete the following sentences with words from page 48.		
A. Our <u>childcare facility</u> is s....., so employees have to pay only a very small fee.		
B. Our b include free health insurance and a <u>generous</u> retirement plan.		
C. One of the p of my job is that I get a company car.		
D. I work f, so I can start and finish work when I want — within limits.		
E. We have a free company bus for employees who have to c long distances.		

Exercise 2		M
Study the picture on page 48 and answer the questions below.		
What do you call...		
A. a machine that records how much time employees spend at work?	
B. a machine from which you can buy drinks or snacks?	
C. an area from where goods are loaded on and off lorries?	
D. the area in a factory where products are made?	
E. a small part of a large office separated from the rest of the office?	
F. a piece of office furniture that is used for <u>storing</u> documents?	

Jobs and work

Work is an uncountable noun, so don't say "a work". To talk about the work you do regularly in order to earn money, use **job**. Here are some adjectives that are often used with "job", "position" and "work":

- part-time/full-time
- temporary/permanent
- highly skilled/skilled/semi-skilled/unskilled
- low-paid/well-paid

childcare facility [ˌtʃaɪlˈdkeə fəˈsɪləti]
 • Kinderbetreuungsstätte

generous [ˈdʒenərəs]
 • großzügig

compound noun [ˌkɒmpaʊnd ˈnaʊn]
 • zusammengesetztes Substantiv

store [stɔː]
 • aufbewahren

Answers

- A-2; B-5; C-6; D-1; E-4; F-3
- A. a time clock
 B. a vending machine
 C. a loading bay
 D. the shop floor
 E. a cubicle
 F. a filing cabinet
- A. subsidized
 B. benefits
 C. perks
 D. flexitime (UK; N. Am.: flexitime)
 E. commute

