

7 GETTING A JOB

A LEAD – IN

Task 1

Work in groups. Ask your partners the following questions:

- what jobs they have done, including part-time jobs, holiday jobs
- what kind of work they're likely to be doing in five years from now
- what kind of job they would least like to have

Task 2

What is most important for you in a job? Write the following in order of importance and add any other aspects which you find important.

| | |
|--|--------------------------------|
| | a) job satisfaction |
| | b) taking risks |
| | c) flexible working hours |
| | d) money |
| | e) perks |
| | f) opportunities for travel |
| | g) pleasant working conditions |
| | h) learning new skills |
| | i) good future prospects |
| | |
| | |

B PRE-READING ACTIVITY

Match the following work-related vocabulary with their definitions.

- a) to re-establish on a new, usually improved, basis or make new or like new
- b) payment for labour or services to a worker, especially remuneration on an hourly, daily, or weekly basis or by the piece
- c) to share the responsibility for one job in alternation with one or more part-time workers
- d) earning one's living in one's own business or through freelance work, rather than as the employee of another
- e) to work at home using a computer connected to the network of one's employer
- f) to terminate the employment of (a worker), especially temporarily
- g) the total number of workers employed by a company on a specific job, project, etc.
- h) the time period during which you are at work
- i) a term used in Labour Law to describe an orderly, established way of dealing with problems between employers and employees.
- j) members of the working class who typically perform manual labour
- k) a person supporting a family with his or her earnings
- l) someone who works in an office, doing mental rather than physical work
- m) the attribute of being superfluous and unneeded
- n) working hours in addition to those of a regular schedule
- o) a right granted by law or contract
- p) to work at another job, often at night, in addition to one's full-time job

- | | |
|-----------------------------|------------------------------|
| 1. to do moonlighting | 9. lay off, v. |
| 2. white-collar worker, n. | 10. telecommute, v. |
| 3. blue – collar worker, n. | 11. job – sharing, n. |
| 4. breadwinner, n. | 12. entitlement, n. |
| 5. self-employed, adj. | 13. grievance procedures, n. |
| 6. overtime, n. | 14. redundancy, n. |
| 7. shift, n. | 15. workforce, n. |
| 8. wage, n. | 16. to renew, v. |

THE WORLD OF WORK

The English are known for working hard and moonlighting is not unusual. Non-manual work is performed by white-collar workers and professionals. By contrast, blue-collar workers typically perform manual labour and earn an hourly wage. Blue-collar work may be skilled or unskilled, and may involve manufacturing, mining, building and construction trades, etc.

In offices people have a five-day week and are often said to have a nine-to-five job. Many employees also work flexitime (flexitime), a system that let them choose, within specified limits, the hours that they will be at their place of employment. In many companies, there is a "core time" when all employees must be present each workday. By allowing employees to stagger hours or by changing from five eight-hour days to four ten-hour days (a "compressed work week"), traffic and commuting problems are eased, parents can adjust work schedules to school schedules, and expensive office equipment, such as computers, can be used more efficiently. Some flexitime programs permit employees to work some hours at home; this can include telecommuting, an arrangement by which people work at home using a computer and telephone, transmitting work material to a business office by means of a modem and telephone lines; it is also known as telework.

A good way of balancing one's work and personal commitments is to work part time. Those working part time have the right to be treated fairly in comparison to their full-time colleagues. A part-time worker is considered someone who works fewer hours than a full-time worker. There is no specific number of hours that makes someone full or part-time, but a full-time worker will usually work 35 hours or more a week. The reasons for working part time vary for each individual. It may be that you simply want to have a different work-life balance, or you may have caring responsibilities.

A special type of part-time work is job-sharing, where a full-time job is divided between two part-time workers. The job can be divided in a number of ways to best suit everyone's circumstances. For example, you could opt to work mornings and a colleague work in the afternoons. Alternatively, you could split the week between you, both working three set days with a hand-over period on one day of the week. Part-time workers have the right:

- to receive the same rights of pay as full-time employees,
- not be excluded from training simply because you work part-time,
- receive holiday entitlement pro rata to comparable full-time workers,
- have any career break schemes, contractual and parental leave made available to you in the same way as for full-time workers,
- not be treated less favourably when workers are selected for redundancy.

Working time. In the United Kingdom, adult workers cannot be forced to work more than 48 hours a week on average. However, there are some jobs whose working week is not covered by the working time limits.

Employment contracts. An employment contract (contract of employment) is an agreement between an employer and an employee which sets out their employment rights, responsibilities and duties. These are called the 'terms' of the contract. The terms of an employment contract set out what you and your employer can expect of each other. There are several different types and some do not need to be written down. In the U.K., if one has been working for longer than one month, s/he should receive a 'written statement of employment particulars'. The statement sets out in writing some of the employee's main employment terms, known as the 'principal statement'. It will not necessarily cover all of an employee's employment terms and may cover only the ones the employer has a duty to include, such as: name of both the employee and employer, job title and brief job description, the date when the employment began, the employee's pay rate and when the employee will be paid, employee's hours of work, holiday entitlement, place of work, sick pay arrangements, notice periods, information about disciplinary and grievance procedures, any collective agreements that affect employment terms or conditions of an employee, pensions and pension schemes, in case of a not permanent employee how long his or her employment is expected to continue, and in case of a fixed term worker the date his or her employment will end.

Redundancy. Any employer has responsibilities to treat their employees fairly and follow the correct process if they are considering making redundancies. Redundancy is a form of dismissal from a job, caused by employers needing to reduce the workforce. Reasons could include implementing new technology, thus making the job of someone unnecessary, non-existence of the job for which an employee was hired, the need to cut costs which means staff numbers must be reduced or the business is closing down or moving. If an employer is making less than 20 employees redundant in one establishment, it is an individual consultation. If making 20 or more employees redundant in one establishment within a 90 day period, it is a collective redundancy. Any employer should use a fair and objective way of selecting people to make redundant. If making someone redundant on an unfair reason, the redundancy will automatically be unfair and a claim to an Employment Tribunal for unfair dismissal can be made. If making someone redundant, an employer should try to offer the employee in question suitable alternative employment within their organisation or an associated company.

Dismissals. Dismissal is when an employer ends an employee's employment. This can happen in several ways, including if an employer tells their employee that they are ending the employment (with or without notice), or an employer constructively dismisses an employee by breaching his or her employment contract so badly that they are forced to leave or a fixed-term contract is not renewed. If an employer sacks an employee (or forces him or her to leave) without any good reasons or fails to follow fair dismissal procedures, we speak of an unfair dismissal. It is good practice for an employer to give reasons for dismissal. An employee is entitled to receive a written statement from his or her employer giving the reasons why they dismissed them. In addition, there are some circumstances where an employer can automatically dismiss an employee or take disciplinary action against them without going through the normal procedures.

(adapted and abridged from www.direct.gov.uk)

C WHILE-READING ACTIVITY

Read the text and decide whether the following statements are true (T) or false (F).

- The English are said to be diligent. T/F
- Some flextime programs forbid employees to work some hours at home. T/F
- Telecommuting is another word for teleworking. T/F

- Job – sharing is a flexible work option in which two or possibly more employees share a single job. T/F
- Adult workers cannot be compelled to work more than 48 hours a week on average. T/F
- Part-timers are not entitled to the same rights of pay as full-time employees. T/F
- Job title must be included in a 'written statement of employment particulars'. T/F
- If an employer makes you redundant, they will give you a sack. T/F

D POST – READING ACTIVITIES

Task 1

Discuss in small groups.

- Do you think that people should have only one job in life?
- Would you like to try out several jobs after graduate from the university?
- Is it easy for graduates and school leavers to find a job in Slovakia?
- Do most people start a career immediately? What else might they do?
- Is work important only because we need money? Or are there other reasons?

Task 2

Choose the correct word or phrase.

- 1 Andrew works the night in a car company.
a) stretch b) time c) shift
- 2 Working on line can be very monotonous and boring.
a) a belt b) a productivity c) an assembly
- 3 You can organize housework so as to inefficiency.
a) subtract b) minimize c) deplete
- 4 Tunnelling under the city of Geneva was work.
a) strenuous b) assiduous c) earnest
- 5 If working conditions are not good, workers are eligible for a supplement in
a) repayment b) atonement c) compensation
- 6 My supervisor is very kind and understanding: he is always ready to
a) give a leg up b) lend an ear c) be within earshot
- 7 You can supplement your by taking a part-time job.
a) income b) remuneration c) earning

Task 3

Study the following responsibilities (A-R) a company ought to have for its personnel, then study the statements (1-17) on responsibilities being ignored or abused. Match A-J with 1-17, in some cases there is more than one possible answer.

- A. A company should provide equal pay for work of equal value.
- B. A company should not discriminate on the grounds of gender, race, religion, disability, age, etc. when it comes to recruiting staff.
- C. A company should ensure that working hours are reasonable and that employees receive regular breaks.
- D. A company should ensure that its employees are proportionally representative of the community in which it is based.
- E. A company should ensure that there is no physical, sexual or verbal harassment or abuse of workers.
- F. A company should ensure that its employees receive regular paid annual leave (and also

maternity and compassionate leave when needed)

G. A company should provide adequate child – care facilities.

H. A company should pay a sustainable living wage to all its employees.

I. A company should ensure that health and safety rules are applied and closely followed.

J. A company should allow its employees to organize or join workers' organizations, such as labour unions, that represent their interests.

K. A company should not force their employees to have regular health checks, and then use the results to dismiss the employee.

L. A company should have a grievance procedure that is easy to understand and open to all employees.

M. A company should not dismiss or otherwise penalize an employee who refuses to work overtime.

N. A company should provide adequate compensation for accidents and injuries sustained on its premises.

O. A company should not dismiss or otherwise penalize employees for failing to reach production targets.

P. A company should not use indentured, forced or slave labour, or employ anyone under duress.

R. A company should ensure that an employee is dismissed as a last resort only, and only after verbal and written warnings.

1 Some of the factory floor workers have been dismissed for refusing to stay and work late when needed.

2 Production manager broke his wrist when some unsecured panels fell on it. He is trying to get money out of the company for his injuries. His boss tells him, 'it is your problem, you are not getting any money out of this company'.

3 Mr. Kelly is thinking of starting a union for the workers of the company. The company managing director warns him that if he does, he will regretfully have to 'let him go'.

4 Manager Joseph Howards is always patting his female PA's backside and telling her she has 'a gorgeous body'. She has complained several times, but nothing ever gets done about it.

5 Emily, a secretary of the company, has recently had a baby. She cannot afford a babysitter while she is at work, so the baby stays with her in the office.

6 The company prefers to employ white, male employees.

7 The company provides medical check-ups for its employees on regular and compulsory basis. The company doctor believes that one of the CNC machine operators, Marvin, drinks heavily off duty. She reports it to Marvin's supervisor, who sacks him.

8 Kenneth and Martha are senior managers for the company. They both have the same qualifications and the same experience. Kenneth receives a higher pay than Martha.

9 Office assistant Paul Whittaker thinks his boss does not treat him well. He wants to complain, but has no idea how to go about doing so.

10 Blue-collar workers rarely make ends meet. The cost of living is going up all the time, and the money they receive has not kept up with the rate of inflation.

11 Canteen assistant, Helen, oversleeps one morning and is one hour late for work. She has worked for the company for 4 months and has never been late before. Her manager sacks her the moment she arrives.

12 Assembly line operator, Martin Welsh, works 14 hours a day with only 15 minutes for lunch.

13 Three months ago the company advanced one of its workers some amount of money.

When the employee became sick, thus unable to pay the money back, the company insisted on using his children to work to pay off his debt.

14 Delivery driver Fred Scott is exhausted as he hasn't had a holiday for almost two years. The company says it cannot afford to give him time off work.

15 Production assistant Richard Fowley slipped on some oil on the factory floor, fell headlong through a glass panel, caught his arm in some unguarded machinery and was electrocuted by some exposed electrical wires.

16 Factory-floor workers have been informed on a new quota system that has been put in place: anyone who does not satisfy this quota will have their salaries reduced.

17 Accountant Laura Samson is happy because she's just discovered she is going to have a baby. Her boss is not happy and wants to give her a sack.

E LANGUAGE FOCUS

The verbs 'make' and 'do'. As you will see if you look in a dictionary, there are many uses of the verbs *make* and *do*. Here are some of them:

MAKE

- to create, produce or construct something: *She made a delicious cake.*
- to cause to be or happen: *She made me angry.*
- to force somebody to do something: *She made him do his homework again.*

DO

- to perform certain tasks and activities: *He did business in China.*
- to perform actions which bring about a desired result: *She's doing her room.*
- to talk about progress: *How is she doing at university?*

Task 1

Rewrite these sentences using an expression with *make* or *do*

I've decided to leave my job.

You can't force me to go.

Last year he was trading with Russia.

They fixed a time to meet.

You've done something wrong here.

Task 2

Supply the correct forms of *make* or *do*.

I didn't finish my exam paper. I couldn't all the questions.

I don't like being criticized after I've my best.

I must congratulate you. You've a very good job.

Try not to too many mistakes.

She doesn't say very much. It's difficult to conversation with her.

I didn't want to a fuss.

They very little progress at the start of the course.

What do you for a living?

Task 3

Which of these are correct?

The Chairman made a long speech.

They said the company did a good profit in the year.

We need to make some more research.

The press report has done a lot of damage to our reputation.

He didn't do military service.

Task 4

Match a word or phrase in the box below with make or do to make phrases.

| | |
|----------------|--------------|
| a course | a profit |
| your best | a suggestion |
| up your mind | business |
| friends | a fuss |
| someone angry | sure |
| a mistake | nothing |
| right decision | money |
| someone harm | an effort |

Task 5

To each of the following groups of words and phrases cross out one which is not usually used with the verb in italics.

- MAKE* a profit, money, business, a loss
DO damage, homework, a course, a degree
MAKE your colleague a favour, up your mind, a choice, a decision
DO the beds, the ironing, the washing-up, the housework
MAKE a phone call, an experiment, a complaint, a speech
DO badly in an interview, well at school, progress, your best
MAKE a mess, a job, a mistake, a lot of noise

Task 6

In the sentences 1-8 work out the meaning of each underlined phrasal verb.

- 1 Put your jacket on and do it up, Mel. I don't want you to catch a cold.
- 2 They had a fight, but the next day they made it up. Now, they are closer than ever now.
- 3 Is your story true, or did you make it up?
- 4 They purchased an old run-down house and did it up. Now it looks as good as the day it was built.
- 5 The quality of the recording was so poor we couldn't make out what the speakers were discussing.
- 6 I am starving. I could do with something to eat.
- 7 A cell phone is a must for my job. I really couldn't do without it.
- 8 When the guard asked to see his train ticket my Slovak friend made out he couldn't understand English.

Task 7

Explain the following phrases in English.

the company has over 300 employees on its payroll, to close down or move a company, industrial accidents, to accept liability, claims for compensation, to be compelled to work, to complain to an employment tribunal, to be dismissed on the grounds of pregnancy or childbirth, to offer alternative employment, sackable offences

F COMMUNICATION ACTIVITY

Work in groups. Ask your partners which of these adjectives and phrases best describe the jobs and professions listed below:

Challenging, assiduous, repetitive, strenuous, glamorous, unpredictable, low-paid, highly-paid, unpleasant, undemanding, best done by women, best done by men, rewarding, enjoyable, exciting, mundane

A ski-teacher, an airline pilot, a fisherman, a nurse, a prime minister, a truck driver, a soldier, a managing director, a solicitor/barrister, a mechanical engineer, a receptionist, an engineer, a welder, a stockbroker

Compare your list with another group's list.

Do you know your rights as an employee? Discuss in groups.

1. I have been working for a company for the last ten months and have just been dismissed with one week's notice. My employer refuses to discuss the reason for this. Can I claim unfair dismissal?
2. We can't go to work at the moment because the flood has destroyed the office. Does our employer have to pay us?
3. I have been looking for a job since I was made redundant at the age of 55. Many advertisements seem to specify the age limit below this. Is this legal?
4. The application form I have to fill in for a job asks me to state my marital status, the age of my children and my ethnic origin. Doesn't this suggest discrimination?
5. During my maternity leave everyone in my company was offered computer training. My employer says that I can't attend it. Can they do this?
6. I recently had an interview for a job in a bank and they told me that I would have to wear their uniform which includes a knee-length skirt. My religion does not allow me to wear such clothes. What can I do?

Discuss.

What are normal working hours for most office jobs in Slovakia? Name some of the jobs that are overpaid/underpaid in Slovakia. What jobs often involve working in shifts? Would you like to work at home? List some advantages and disadvantages of telework. Describe a person who is a workaholic. What do you expect from your job? Where would you like to work?