

# Types of Work



Carer	Care Worker Community Care Worker  Disability / disabled Learning disability Mental Disability  Child minder Nursery  Social Worker
Officer	Community Officer Trading Officer Council Officer
Admin	Administrator Manager Receptionist Computer technician Secretary
Industry	Builder Mechanic Engineer Carpenter Painter Farmer Cleaner Gardener

## Types of Work

Restaurant	Chef Waiter / waitress
Education	Teacher BSL teacher Teacher assistant Communication Support Worker (CSW) Speech Therapist Deaf educational instructor Interpreter
Drivers	Lorry driver Taxi driver Pilot
Health	Doctor Nurse Dentist Optician
Other jobs	Policeman Footballer Accountant Shop assistant Actor / Actress Butcher
Nature of employment	Retired Unemployed Student Self-employed Own business Employed

### Getting a job:

Applying for work	job advert	application form	short list
	job interview	access to work	

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## At work:

### Office:

computer	PC	word processor	email
internet/web	photocopier	telephone	text telephone
letters	stamps	envelopes	post
invoice	receipt	calculator	business
temporary typist	part-time	full-time	

Firm	industry	clock-in	shift
canteen	union	Wages	salary
bank account	earn	overtime	sick pay
unemployment benefit	pension	expenses	travelling expenses
claim form	signature	tax	reduction
increase	receipt	invoice	refund

### Meetings:

committee	sub-committee	papers	minutes
matters arising	reports	agenda	propose
second	agree	disagree	object
vote	decide	change/amend	chairman/woman
vice-chair	secretary	treasurer	accountant
accounts	draft	date of next meeting	

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## ***Practice these sentences:-***

I work at Dixons, I am a technician but sometimes I help out in the shop.

I used to work at Churchill's estate agents. I was in charge of advertising. Then I did some training and worked in the main office.

Why did you leave your job?  
I was bored and wanted a change.

*Describe the kind of work you do and how you got the job.*