

Abdelhafid Boussouf University - Mila

Faculty of Economics, Commercial & Management

Sciences

Lectures On : Work and Jobs

Addressed To It Year Students - 1 Semester

By Teacher: Oumaima Mekhtout

Academic Year 2025-2026

Work and Jobs

1. Key Vocabulary: Work vs. Job

A. Work

- **Meaning:** General activities you do to earn money.
- **Uncountable noun** → no plural “works.”
- **Examples:**
 - *I have a lot of work today.*
 - *She goes to work at 8 a.m.*

B. Job

- **Meaning:** A specific position or occupation.
- **Countable noun.**
- **Examples:**
 - *He has two jobs.*
 - *My job is very demanding.*

Rule:

- Use **work** for tasks, duties, activities.
 - Use **job** for the title/position a person has.
-

2. Types of Jobs (Economic & Business Context)

A. Professional Jobs

- Economist
- Accountant
- Financial analyst
- Marketing manager
- Lawyer

- Engineer
- Bank clerk

B. Company Positions

- CEO (Chief Executive Officer)
- Manager
- Supervisor
- Team leader
- Intern / trainee

C. Employment Status

- Full-time
 - Part-time
 - Self-employed
 - Freelancer
 - Unemployed
 - Retired
-

3. Talking About Work

A. Verbs Commonly Used

- **Work** in/at/for
 - *I work in finance.*
 - *She works at a bank.*
 - *He works for an international company.*
- **Earn** money/a salary
 - *He earns \$800 a month.*
- **Apply for** a job
- **Hire** employees
- **Fire / dismiss** someone
- **Resign / quit** a job

- **Retire** at 60 or 65
-

4. Describing Your Job

A. What you do

- *I work as an accountant.*
- *I'm responsible for market research.*
- *My main duties include analyzing data and preparing reports.*

B. Talking about the workplace

- *I work in an office.*
- *I work remotely.*
- *I work on a team.*
- *I work under pressure during deadlines.*

C. Talking about working hours

- *I work 40 hours a week.*
 - *I start at 8 a.m. and finish at 4 p.m.*
 - *I sometimes work overtime.*
-

5. Job Skills & Qualities

A. Soft Skills

- Communication
- Leadership
- Teamwork
- Problem-solving
- Time management
- Negotiation

B. Hard Skills

- Data analysis
- Accounting
- Programming
- Marketing
- Statistics
- Financial reporting

Rule:

Soft skills = personal qualities.

Hard skills = technical abilities.

6. Workplace Expressions

- **Get a promotion** → *to move to a higher position*
 - **Get a raise** → *to receive more salary*
 - **Take a break** → *short rest*
 - **Take a day off** → *not work for one day*
 - **Have a meeting** → *group discussion*
-

7. Examples in Business Context

- *“The company hired 20 new employees this year.”*
 - *“I applied for a job in the marketing department.”*
 - *“He works for a multinational corporation.”*
 - *“She got a promotion last month.”*
 - *“Teamwork is essential in economic projects.”*
-

8. Quick Practice

1. Is “work” countable or uncountable?
2. Give two examples of job titles.
3. Write one sentence about your job or future job.
4. What verb do we use for salary?
5. Give one soft skill and one hard skill.