

1.1

You & Your Job

You & Your Job

Successful  *Small Talk*

In this lesson:

- How to (really) talk about your job
- A few common phrasal verbs
- “Basically” to sound more fluid
- Talking numbers with Americans

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You & Your Job

*Key Language:
What You Do*

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You & Your Job

*Key Language:
What You Do*

Asking about the other person

- Their job
“So, what do you do exactly?”
- Their work history
“And how long have you been doing that?”

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*Key Language:
What You Do*

Asking about the other person

- Their professional interests

“How did you get into...?”

“So, how did you get into programming? Do you like computers?”

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*Key Language:
What You Do*

Asking about the other person

- “How did you get into IT management?” (the field)
- “How did you get into Smith Development?” (the company)

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*Key Language:
What You Do*

“I work in...”

- Your department:
“I work in the marketing department.”
- Your sector or field:
“I work in the electricity sector.”
“I work in pharmaceuticals.”

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Key Language:
What You Do

“I’ve been...”

- ...in this job

“I’ve been in this job since 2002.”

- ...with the company

“I’ve been with the company for 9 years.”

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*Key Language:
What You Do*

“I’m in charge of...”

- ... (+ noun)

“I’m in charge of the training department.”

- ... (+ verb + -ing)

“I’m in charge of creating training programs.”

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*Key Language:
What You Do*

“My work consists of...”

- ... (+ verb + -ing)

“My work consists of managing our American markets.”

“My job consists of showing resellers how to sell our products.”

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*Key Language:
What You Do*

“Part of my work involves...”

- ... (+ verb + -ing)

“Part of my work involves traveling to the US every 3 months.”

“My job involves putting together training days for the resellers.”

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*Key Language:
What You Do*

So what do you do exactly?

Oh, I work in R&D. I'm in charge of finding ways to reduce production costs.

How long have you been doing that?

Probably about 11 years now. I basically started in product and worked my way up.

And how did you get into Erton?

I did my internship here when I was in school and then got hired!

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*Conversation Strategy:
Let The Info Flow*

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*Conversation Strategy:
Let It Flow*

Don't feel like you
need to make a
presentation

Like a game of tennis:
Go back and forth!

Name, job title, 1-2
sentence (basic)
summary

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*Conversation Strategy:
Let It Flow*

I'm part of the deployment team.

Nice to meet you. I'm Lisa, from the US office.

So what do you exactly? What's your role?

I'm the database administrator. Basically, I take care of data backup & security.

Sounds important!

Yeah, kind of. What about you? What do you do?

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*Key Language:
What You Do*

What if your job is hard to translate?

- Look at sites that give translations in context (Ex. linguee.fr)
- Ask your superiors at work for the official translation
- Look for people with similar jobs & profiles in English on LinkedIn (verify this!)

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*Zoom On:
“Basically”*

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*Zoom On:
“Basically”*

To indicate you're just summarizing

- “Basically, I take care of the database.”
- “I’m basically in charge of making sure everything stays on schedule.”
- “I manage the marketing team, basically.”

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Zoom On:
“Basically”

Is “basically” too informal for business?

- Neither formal nor informal
- Doesn't change your message
- Adds an element of natural spoken English to the way you speak

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Cultural Insights: Talking Numbers

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Cultural insights: Talking Numbers

- “Do you mind if I ask you how much the company makes?”
- “Is it ok if I ask you how many clients you have?”
- “How’s business?”
(company income, number of clients, etc.)

Cultural insights: Talking Numbers

- Americans tend to be positive & optimistic

“How’s business going?”

Um, pretty bad. We’ve had to lay off a few people because of the economy. So now we have fewer people, but we still have all the work to do. Plus, we don’t know if more people will lose their jobs. Yeah, not very good.

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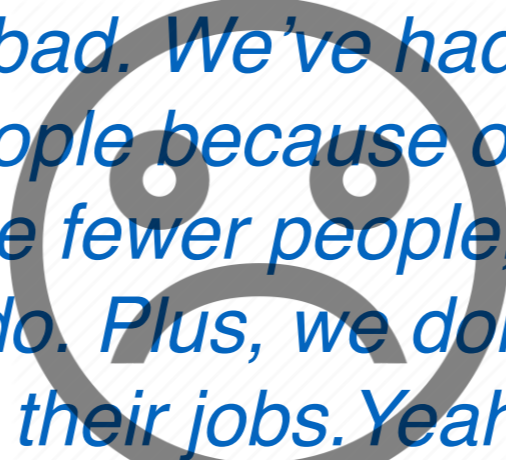
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Cultural insights: Talking Numbers

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Cultural insights: Talking Numbers

“How’s business going?”

Um, not so great, I’m afraid. We’ve had to lay off a few people because of the economy. But we’re looking for ways to diversify and reach new markets. Hopefully, business will pick up then.

“Sorry to hear that. How are you planning to diversify?”

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*That's all
for module 1.1!*