

## VOCABULARY:

## Talking about your job



**a) Which job title fits the description best?** (Welcher Jobtitel passt hier am besten zur Beschreibung?)

1. "I have to answer the telephone and put people through to the correct department. Sometimes I also have to take messages. As well as that, I have to deal with all visitors coming to our company, issue (*ausstellen*) visitor's passes and look after the visitors until their contact person comes to pick them up (*abholen*). As you can probably imagine, things can get pretty stressful (*ganz schön stressig*) here occasionally."

- a. Customer Services Assistant
- b. Receptionist
- c. Financial Controller

2. "I have to try and persuade (*überzeugen*) people to buy our products, so I meet a lot of customers, and I always have to look smart (*gepflegt aussehen*). Most of the time it's good fun, but it can also be quite tiring (*ermüdend*) at times."

- a. Consultant (*Berater*)
- b. Purchaser (*Einkäufer*)
- c. Salesperson (*Verkäufer/Vertriebsmitarbeiter*)

3. "Most of the time I have to organize my boss's diary (*Terminplan*). I make appointments (*Termine*), book her flights and hotels - yes, and sometimes I even have to remind her not to forget her dentist's appointments. All in all, my job is quite interesting and varied (*abwechslungsreich*) though I sometimes wish she was a bit more organised to begin with, that would make my life a lot easier."

- a. Marketing Manager
- b. Publisher (*Verleger*)
- c. Personal Assistant

**b) Can you remember the words that people used in part a) of this exercise in order to describe their job? Look back and put these words into the gaps.** (Können Sie sich noch an die Worte erinnern, die die Leute in Teil a) dieser Übung benutzt haben, um ihren Beruf zu beschreiben? Sehen Sie sich diese noch einmal an und schreiben Sie sie dann in die passenden Lücken.)

1. When you do a lot of different things, your job is \_\_\_\_\_.
2. I have an \_\_\_\_\_ with a very important customer tomorrow morning at 10.
3. Ask reception to \_\_\_\_\_ you with a visitor's pass.
4. Somebody who buys things for his company is a \_\_\_\_\_.
5. When something makes you tired, it is \_\_\_\_\_.
6. Another word for quite difficult is \_\_\_\_\_.
7. Most people note their appointments in their \_\_\_\_\_.
8. Salespeople have to \_\_\_\_\_ their customers to buy their products.
9. Someone who makes books is a \_\_\_\_\_.
10. For a salesperson, it is just as important to \_\_\_\_\_ as it is to be good at their job.

**c) What is the difference between an appointment and a date?** (Was ist der Unterschied zwischen "appointment" und "date"?)

## SOLUTION

a) 1. Customer Services Assistant, 2. Salesperson, 3. Personal Assistant

b) 1 varied, 2 appointment, 3 issue, 4 purchaser, 5 tiring, 6 pretty stressful, 7 diary, 8. persuade, 9 publisher, 10 look smart.

c) An appointment is for business, and dates are private - and sometimes romantic!