Describing your job English

Simple English to describe your job: your position and company, your main tasks and responsibilities, your daily routine, what you like and don't like, and your plans for the future.

Model dialogue

Sofia	So, what do you do, Ken?
Ken	I'm a nurse. I work in the children's ward of a big hospital.
Sofia	That sounds hard. What does your job involve?
Ken	My main task is to look after the patients and give them their medicine. I also talk to the parents a lot.
Sofia	Do you work long hours?
Ken	Yes, I usually work twelve-hour shifts, three or four days a week. What about you?
Sofia	I work for a small travel agency. I'm in charge of social media.
Ken	What do you like most about your job?
Sofia	What I like most is the creative side. The worst part is the low salary!
Ken	Ha! I know the feeling.

Key vocabulary

Word	Meaning	Example
task	a piece of work you have to do	My first task every day is checking emails.
shift	a period of work, especially at different times of day	I'm on the night shift this week.
in charge of	responsible for	Who's in charge of the project?
deal with	to handle or solve	I deal with customer complaints.
full-time	working all the normal hours of a week	It's a full-time job.
part-time	working fewer hours	She works part-time in a café.
boss	the person in charge of you	My boss is very supportive.
promotion	a move to a higher position	He got a promotion last year.

Useful phrases

Position and company

I'm an accountant.	saying your job
I work for a small software company.	saying the company
I work in the marketing department.	saying the department
I'm in charge of the online store.	main responsibility

Tasks and routine

My main task is to answer customer emails.	main task
I usually start work at nine.	routine
I spend a lot of time in meetings.	describing your time
I have to deal with a lot of paperwork.	obligations
I report to the sales manager.	your boss

Opinions

What I like most about my job is the people.	what you like
The worst part is the long commute.	what you don't like
It can be stressful, but it's never boring.	balanced opinion
I get on well with my colleagues.	relationships

Plans

I'd like to become a team leader one day.	future plans
I'm taking a course in project management.	training
What do you do?	asking about someone's job
What does your job involve?	asking for details

Practice and role-play

A. Complete the phrases

Write one word in each gap.

1. I _____ for a small software company.
2. I'm in _____ of the online store.
3. My main _____ is to answer customer emails.
4. I have to _____ with a lot of paperwork.
5. I _____ to the sales manager.
6. What I like _____ about my job is the people.
7. I get _____ well with my colleagues.
8. What does your job _____?

B. Correct the mistakes

Each sentence has one mistake. Rewrite it correctly.

1. I work like a nurse.

2. I'm accountant.

3. I'm responsible of the store.

4. What is your job about?

C. Role-play

Student A. Interview your partner about their job (or a job they would like). Ask about tasks, routine, likes and dislikes, and plans. Then tell the class one surprising fact.

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Student B. Answer the questions about your job (real or invented). Use at least five phrases from the list.

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Answer key

A: 1 work · 2 charge · 3 task · 4 deal · 5 report · 6 most · 7 on · 8 involve

B: 1 I work as a nurse. · 2 I'm an accountant. · 3 I'm responsible for the store. · 4 What does your job involve?