

2 Work

1 Routines

START HERE »

1 Would you like to work on an offshore oil platform? Why/Why not? Discuss with a partner.

LISTENING »

2 **2.1** Tore and Ken work on different oil platforms. Listen to their phone call and complete the information on the left.



An offshore oil drilling platform/rig

3 Listen to Tore (T) and Ken (K) again and complete the conversation.

T: Hi, Ken. How are things on your rig?

K: Hi, Tore. Well, we (1) _____ very hard at the moment.

But I (2) _____ on leave tomorrow.

T: That's great. Where (3) _____? Back home?

K: I usually (4) _____ home to Nigeria. But this time I (5) _____ to France for a holiday.

T: Ah, fantastic. (6) _____ two weeks on, two weeks off?

K: No, I (7) _____ three on and three off. How about you?

T: I (8) _____ two two.

K: When's your next leave?

T: I'm on the helicopter right now! I (9) _____ to Norway!

TORE
ON DUTY: ___ weeks
ON LEAVE: ___ weeks
KEN
ON DUTY: ___ weeks
ON LEAVE: ___ weeks

onshore ≠ offshore
on duty ≠ off duty
on leave = on holiday

LANGUAGE »

The present simple is used to talk about (1) regular or routine events; (2) job descriptions; (3) processes.

The present continuous is used to talk about (1) things happening now; (2) things happening temporarily around now; (3) plans or intentions for the near future.

SPEAKING »

4 Work in pairs. Ask each other about the changes in the work routine.

A: What does Tore usually do from six to seven forty-five?

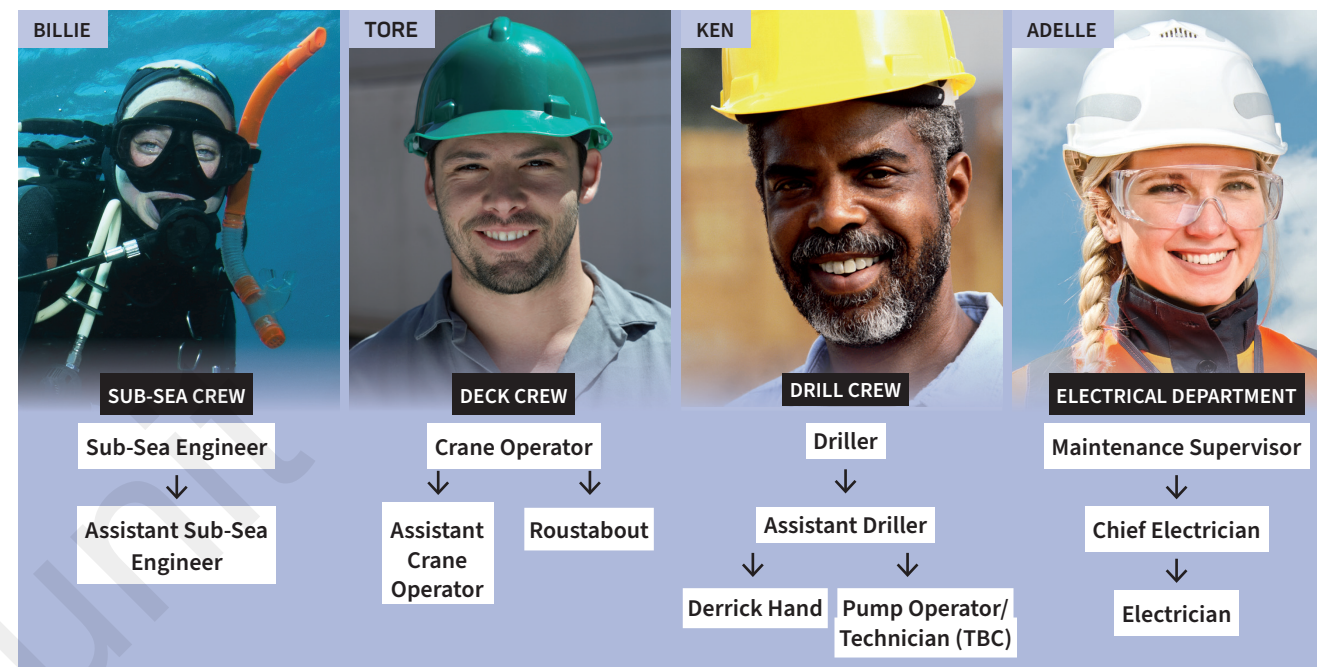
B: He usually supervises the deck crew. But not today.

A: What's he doing today?

B: He's operating the main crane.

Changes to Monday morning duty roster for today only (because of staff illness)			
	06.00–07.45	08.00–09.45	10.00–10.45
BILLIE	inspect underwater pipes check diving equipment	supervise divers inspect blowout preventer	conduct safety drill attend safety meeting
TORE	supervise deck crew operate main crane	operate main crane train new deck crew	work in control room work on deck
ADELLE	check generators repair power line	do maintenance work supervise electricians	test electrical switches write safety report

5 **2.2** Listen to these oil rig workers talking about their jobs on an offshore platform. Tick their jobs on the organisation charts.



6 Complete the job descriptions. Use the correct form of these verbs.

maintain operate repair report supervise

- The Assistant Sub-Sea Engineer repairs and _____ the platform and the pipes under the sea. She _____ to the Sub-Sea Engineer.
- The Assistant Crane Operator _____ and _____ the cranes on the main deck. He _____ to the Crane Operator.
- The Assistant Driller _____ the drilling equipment. He _____ the Derrick Hand and the Pump Operator/Technician (TBC). He _____ to the Driller.
- The Chief Electrician _____ and _____ all the electrical equipment on the rig. She _____ three electricians. She _____ to the Maintenance Supervisor.

SPEAKING »

7 Work in pairs. Act the parts of two of the oil rig workers. Ask each other about your jobs.

What's your job? What do you do?

I'm an Assistant Driller. I operate the drilling equipment.

Do you supervise anyone? Who do you supervise? Who reports to you?

Who do you report to? Who supervises you?

8 Write down your job title and a short job description. If you do not have a job, think of a job you want when you finish all your training.

9 Work in pairs. Ask each other about your jobs.

2 Plans

START HERE »

- 1** What jobs does a safety officer on an offshore oil platform have to do? Discuss with your partner.

LISTENING »



- 2** 2.3 Ben is a safety officer on an oil rig. Listen to his phone call. What is the purpose of the call?

- a) to discuss safety rules
- b) to talk about the strong wind
- c) to arrange a meeting

- 3** Listen to the phone call again and complete these notes.

- 4** Listen to Tore (T) and Ben (B) again and fill in the gaps.

T: Hello, Deck Crew. Tore speaking.
 B: Oh, hi Tore. This is Ben. How's it going?
 T: Not bad. But this strong wind is a problem for the cranes. Anyway, what can I do for you?
 B: I (1) _____ hold a meeting for the deck crew sometime soon.
 T: OK. What's the meeting (2) _____ be about?
 B: I (3) _____ tell them about the new safety rules for crane operators.
 T: OK, that's fine. When (4) _____ the meeting?
 B: How about three o'clock next Thursday?
 T: Yeah, that's great. Three o'clock next Thursday. See you then. Bye.
 B: Cheers. Bye.

Day: _____
 Time: _____
 Participants: _____

 Agenda: _____

- TASK »** **7** What things do you have to do today (or at the weekend)? Make a list and then work out a timetable for doing them. Present your plan to the class.

- WRITING »** **8** Rewrite this email replacing the phrases in italics.

To: Crane officer
From: Safety officer
Subject: Change to safety meeting
Cc: Safety manager

Thank you for your email this morning.

As you know, I have arranged a safety meeting for tomorrow.

I am sorry to inform you that I cannot attend the meeting. However, *I can confirm that* Bob will run the meeting.

I would be grateful if you could tell Tore about this change.

Please let me know if you need any further information.

I attach a copy of the agenda FYI.

Regards

Thanking	<i>Thanks for; Many thanks for</i>
Referring	<i>With reference to; With regard to; Concerning</i>
Reminding	<i>As you are aware;; As you may know; As you may be aware</i>
Confirming	<i>This is to confirm that; I'd like to confirm that; I confirm that</i>
Bad news	<i>I am sorry to tell you that; Unfortunately,</i>
Good news	<i>I am pleased to inform you that; Fortunately,</i>
Informing	<i>I would like to inform you that; This is to let you know that</i>
Requesting	<i>Please; Could you please; I would appreciate it if you could</i>
Showing you are available	<i>Please do not hesitate to contact me if; Do let me know if</i>
Closing	<i>Kind regards; Regards; Best wishes</i>

FYI = for your information

- 9** You are Pete. You work in customer services at Safety World. Reply to this email from Ben Brenner, safety officer at Nord Oil.

Re: my online order no. 80832 for 3 x 30-metre ropes dated yesterday 14 Sept.
 Can you confirm that all your ropes are heat-resistant? How long is the guarantee?

- **thank:** Ben for his email today
- **remind him:** Safety World specialises in safety for oil platforms
- **confirm:** all the ropes you sell are heat-resistant and have five-year guarantees
- **request action:** decide about the order
- **show you are available:** to answer any further questions
- **attach:** a PDF giving information about the product

- 10** Exchange your emails with a partner. Take the part of Ben and reply to your partner's email.

- **thank:** Pete for his email yesterday
- **confirm:** you are happy with the guarantee and want to go ahead with the order
- **request action:** deliver as soon as possible
- **attach:** details of changed delivery address

LANGUAGE »

The present continuous, or *going to + verb*, is used to talk about plans or intentions. *I'm holding / I'm going to hold a meeting next Thursday.*

to is used after verbs such as plan, want, intend, hope. I want / intend / hope to finish this report next week.

SPEAKING »

- 5** You are Ben and this is your diary for this week. Explain your plans.

Monday	Tuesday	Wednesday	Thursday	Friday
(1) 09.30 meet safety manager – discuss safety report	(3) 12.00 write new safety rules for cranes	(4) 08.00 inspect fire exits	(7) – day off!	(8) 09.30 write report about visit to Nord Platform
(2) 14.00 take helicopter to HQ – meet company manager		(5) 10.00 run fire drill		(9) 14.00 inspect sub-sea safety equipment
		(6) 14.00 visit Nord Platform – discuss new safety rules with manager		

Example: On Monday at 9.30, I'm meeting the safety manager. We're going to discuss the safety report.

- 6** Ask Ben questions about his diary.

Example: When are you meeting the safety manager? What are you going to discuss?

3 New job

- START HERE »** 1 Have you ever written a CV? What information goes into it?
- READING »** 2 Read this printout of part of an online CV and answer the questions below.

PERSONAL INFORMATION	Anna Petersons	
	+371 6678 9012	1
	+371 2349 6587	2
	anna.petersons29@dff.lv	3
JOB APPLIED FOR	Senior audio maintenance technician	4
WORK EXPERIENCE from 2020 to present from 2017 to 2019	Audio maintenance technician	5
	Omega Studios, Riga, Latvia	6
	I maintain digital audio equipment, make recordings, do troubleshooting and repairs and buy new equipment	7
	Sector: Electronics, entertainment, media	8
	Technician	9
	Comet Electronics, Riga, Latvia	10
	I repaired TV and video equipment	11
	Sector: Electronics	12
EDUCATION AND TRAINING from 2019 to 2020	Diploma in Audio Technology	13
	Thames Valley University, London, UK	14
	My subjects were: audio electronics, studio equipment, digital audio technology, editing, acoustics	15



CV = Curriculum Vitae

- | | |
|------------------------------------|---|
| 1 What is Anna's surname? | 5 Where did Anna work in 2018? |
| 2 What job does Anna want to have? | 6 What were Anna's responsibilities then? |
| 3 Where does Anna work now? | 7 What qualification does Anna have? |
| 4 What is Anna's job description? | 8 Where did Anna study? |

- SCANNING »** 3 Practise your speed reading. Look for the information you need on the **SPEED SEARCH** pages (118–119). Try to be the first to complete the task.

Task: Find an advert for a job relevant to Anna's career plans, qualifications and work experience.

- LISTENING »** 4 Anna is talking about her CV. Fill in the gaps.



From 2017 until 2019, I (1) _____ at Comet Electronics as a technician. I (2) _____ Comet in 2019 and (3) _____ a full-time student at Thames Valley University in September 2019. From 2019 to 2020, I (4) _____ audio electronics at Thames Valley. In 2020, I (5) _____ my Diploma in Audio Technology. Then, in September 2020, I (6) _____ work as an audio maintenance technician at Omega Studios.

- 5** 2.4 Listen to Anna and check your answers.

- VOCABULARY »** 6 Put these headings in the coloured boxes.

adjective college subject equipment person scientific concept

	noun			
1	en gin eer	en gine	en gin eer ing	
2	el ec tri cian			el ec tri ci ty
3			el ec tron ics	el ec tron ic
4	mech an ic	mech an is m	mech an ics	mech an ic al
5	tech ni cian			tech ni cal
6	tech no lo gist		tech no lo gy	

- 7** Underline the stressed syllables in the words in the white boxes.

- 8** 2.5 Listen and check your answers to 7.

- 9** Fill in the gaps.

- The _____ is responsible for every _____ in the factory. (engineering/engineer/engine)
- I'm a _____, but I want to become a _____ engineer. (mechanical/mechanic/mechanics)
- The lab _____ maintains all the _____ equipment. (technician/technical/technology)
- The _____ repairs all the _____ equipment on the rig. (electrical/electrician/electricity)

- READING »** 10 Write the numbers from the CV next to the questions to Anna.

- What type of business do you work in? _____
- Where are you working at the moment? _____
- What's your job title? _____
- When did you join Omega Studios? _____
- What qualifications do you have in audio technology? _____
- Where did you study for your diploma? _____
- Where did you work before Omega Studios? _____

- SPEAKING »** 11 Work in pairs, A and B. Take turns to interview each other.

Student A: You are Anna. Answer questions about your CV.

Student B: You are the interviewer. Ask Anna questions about her CV.

- TASK »** 12 Write a short version of your CV.

- 13** Prepare for a job interview. Write notes in answer to these questions about a job you would like to apply for.

- Why do you want this job?
- What skills will you bring to this job?
- Why do you want to leave your present job?
- What questions would you like to ask the interviewers?

- 14** Work in small groups. Pass your CV around your group. Roleplay a job interview. Take turns to be interviewed by the rest of the group.

