

University Center Abdelhafid Boussouf-Mila

Faculty of Economics, Commercial &

Management Sciences

Lecture four: Work and Jobs



Addressed To first Year Students-Semester 1

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Understanding Work and Jobs

1. What is Work?

Work refers to any activity that requires effort and is usually performed to achieve a goal or produce something. Work can take many forms and occurs in various settings, from offices to factories, farms, and even at home.

Physical work: Activities that involve using the body, like lifting, carrying, or building.

Mental work: Tasks that require thinking, planning, or solving problems, like writing reports, programming, or designing.

Work is important because it helps people earn money, develop skills, contribute to society, and feel productive and valued.

2. What is a Job?

A job is a specific position or role that a person performs as part of their work. It typically involves certain tasks, responsibilities, and compensation (such as a salary or wage).

Examples of jobs include:

A teacher who educates students.

A doctor who treats patients.

A software developer who writes code.

A chef who prepares food.

In general, a job is something you do in exchange for payment, and it might be part-time, full-time, freelance, or temporary.

3. Different Types of Jobs

Jobs can be categorized in many ways, depending on the field, industry, and type of work. Here are some common categories:

Manual Jobs: These involve physical labor, such as construction, manufacturing, or agriculture.

Service Jobs: Jobs where people provide services to others, such as hospitality, healthcare, or customer service.

Creative Jobs: Jobs that require artistic or creative skills, such as design, writing, or filmmaking.

Technical Jobs: Jobs that involve specialized knowledge and skills, such as engineering, IT, or accounting.

4. The Importance of Work and Jobs

Having a job is not only about earning money—it also brings many other benefits:

Skill Development: Through work, individuals can learn new skills and improve existing ones.

Social Interaction: Work often involves interacting with others, which can lead to building friendships and professional relationships.

Personal Fulfillment: Many people find a sense of purpose and satisfaction in their work, especially if it aligns with their interests or values.

Economic Contribution: Jobs contribute to the economy by producing goods and services and supporting other industries.

5. Finding a Job

When looking for a job, here are some important steps to follow:

Assess Your Skills and Interests: Think about what you enjoy doing and what skills you have. This can help you choose the right career path.

Create a Resume/CV: A document that outlines your experience, education, and skills, which you can send to potential employers.

Job Search: You can look for job opportunities in newspapers, online job boards, or through networking.

Prepare for Interviews: If you get invited to an interview, practice your responses to common questions, research the company, and dress professionally.

Accepting a Job: Once you're offered a job, carefully review the terms, including salary, working hours, and responsibilities.

6. Work-Life Balance

Work should not take up all of your time. It's important to maintain a healthy work-life balance:

Set boundaries: Make sure to set clear boundaries between your work and personal time.

Take breaks: Regular breaks throughout the day can help you stay focused and energized.

Prioritize relaxation: Make time for hobbies, family, and rest.

7. Challenges in Work and Jobs

Job Stress: Many jobs come with stress, deadlines, or difficult situations. Managing stress is key to maintaining health and well-being.

Job Insecurity: In some industries, jobs may be temporary or subject to change due to economic factors.

Workplace Relationships: Working closely with colleagues and bosses can sometimes be challenging, so it's important to practice good communication and problem-solving.

8. Changing Jobs and Careers

Career Growth: As you gain more experience, you may decide to move into a higher position or a new field of work.

Education and Training: Pursuing further education or certifications can open up new job opportunities or lead to promotions.

Job Change: If you're unhappy in your job, it's okay to consider changing jobs or even starting a new career that better fits your goals and interests.

Terminology

- Work - العمل
- Job - الوظيفة
- Career - المهنة
- Employee - الموظف

- Employer - صاحب العمل
- Salary - الراتب
- Wage - الأجر
- Freelance - العمل الحر
- Full-time - دوام كامل
- Part-time - دوام جزئي
- Skills - المهارات
- Experience - الخبرة
- Job Interview - مقابلة العمل
- Resume / CV - السيرة الذاتية
- Workplace - مكان العمل
- Job Satisfaction - الرضا الوظيفي
- Work-Life Balance - التوازن بين العمل والحياة
- Promotion - الترقية
- Job Security - الأمان الوظيفي
- Networking - الشبكات المهنية
- Job Market - سوق العمل