

1

Teamwork

- talk about roles and responsibilities
- explain how an organisation works
- describe your job and experience
- write your CV
- discuss roles in an international construction project

Roles and responsibilities

Speaking 1 Look at this illustration. Say what the people's jobs are and what they do.



Vocabulary 2 Match these descriptions with the people in the illustration in 1.

- 1 I'm a driver. I work for a concrete supplier. We deliver concrete to construction sites all over the country.
- 2 I'm a master electrician. This is my apprentice.
- 3 I'm a painter. Today I'm painting a steel staircase.
- 4 I'm a security guard. I control access to the site. I'm responsible to the site manager.
- 5 I'm the site manager. My company is responsible for the whole project.
- 6 We're reporters. We're visiting the site to ask some questions.

3 Name as many items in the illustration in 1 as you can. Compare your list with a partner.

ladder, ...

Speaking 4 Work in pairs. Either a) Explain what your job is and what you do. Or b) Imagine you work on the construction site in 1. Explain what your job is and what you do.
I'm a ... I work for ... My company ... I'm responsible for ...

Listening 5  02 Two reporters are visiting Martin Karp from Karp Construction. Listen to their conversation. What do the reporters want?

6 Listen again and complete these sentences.

- 1 Karp Construction is the _____ .
- 2 Martin Karp is the _____ .
- 3 Sabina Tom is the _____ .
- 4 Kasper Karp owns _____ .
- 5 Mr Lang represents the _____ .
- 6 Anna Black works for the _____ .
- 7 Robert Lane is _____ .

Language

Present simple and present continuous

We use the present simple to talk about routines and things that are permanent or happen all the time.	<i>I control access to the site. She works for the cement supplier.</i>
We use the present continuous to talk about things that take place at the time of speaking and are not permanent.	<i>We're visiting the site. He's walking through the gate.</i>
We use adverbs of frequency (e.g. <i>always, usually, often, sometimes, never</i>) with the present simple to describe how often somebody does something or how often something happens.	<i>We usually have about 100 people on site. Sometimes we work in a consortium.</i>

7 Martin's assistant is giving more information about people's roles on site. Choose the correct verb forms to complete this text.

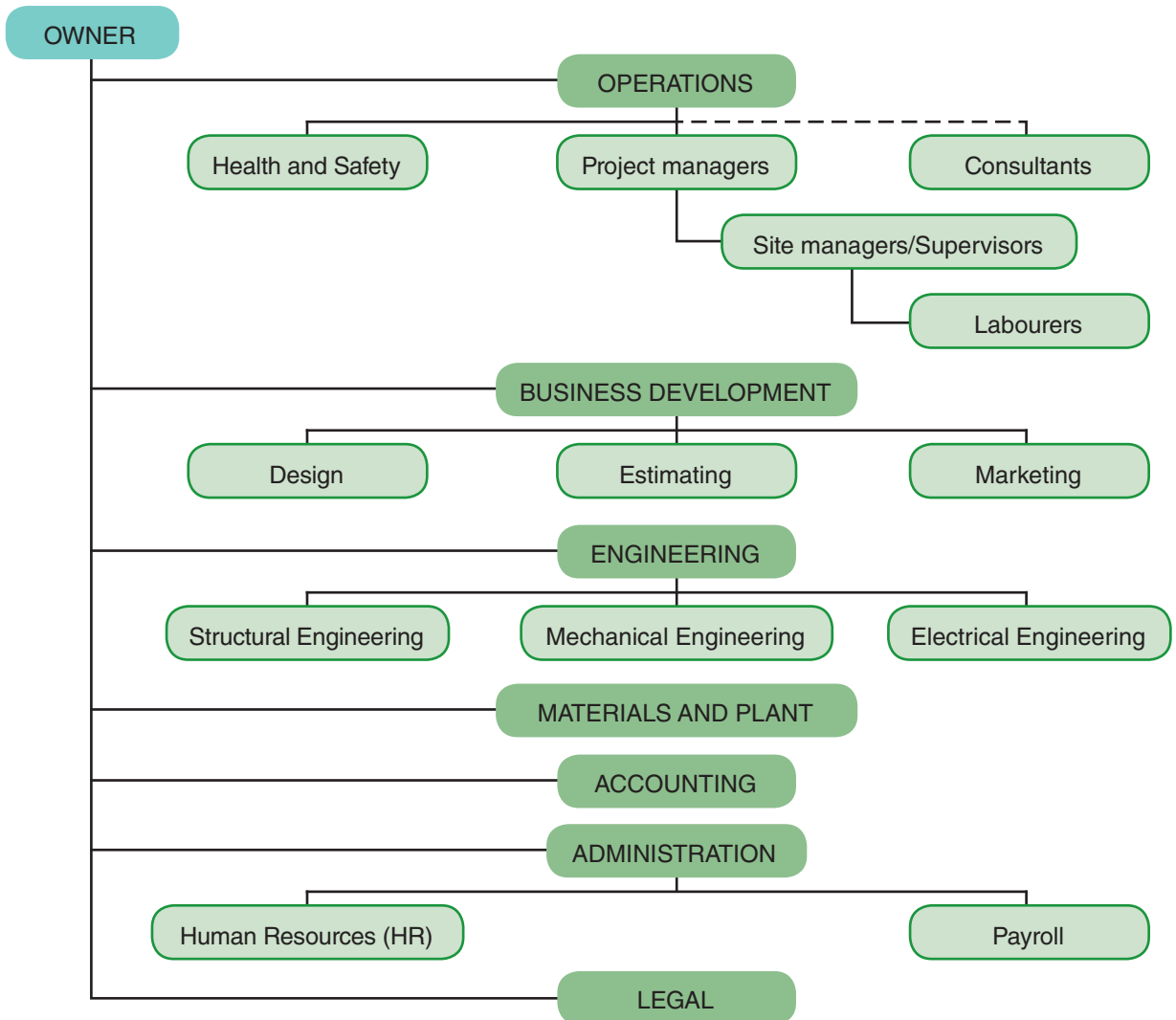
'... So, as Martin said, we (1) *have / are having* around 100 people on site every day. Today, most people (2) *work / are working* on the basic structure of the building. The people in green jackets over there are concrete finishers from DKI Cement, the cement supplier. On this project, they (3) *supervise / are supervising* the unskilled labourers, who are all local people. Of course, there are always a lot of heavy equipment operators. They (4) *handle / are handling* the cranes, the cement mixers, the cement pumps, and so on. The drivers (5) *bring / are bringing* in fresh loads of cement several times a day. Over there, a couple of painters (6) *paint / are painting* the staircase, and the electricians (7) *repair / are repairing* one of the generators.'

Speaking 8 Work in small groups to discuss these questions.

- 1 What's the difference between a general contractor and a subcontractor?
- 2 What's a consortium?
- 3 What suppliers are typical on a construction site?
- 4 In audio script 2 on page 70, Martin Karp says, 'We **co-ordinate all the subcontractors** and make sure things **stay on schedule** and **stay within budget**.' What do the expressions in bold mean?

Structure of an organisation

Vocabulary 1 Look at this organisation chart of a construction company. Then complete the sentences with the words in the box.



departments divided external has look part report section top

- 1 Our company has a simple structure. At the _____ is Kasper Karp, the owner.
- 2 There are seven _____. The department heads report to the owner.
- 3 Operations consists of a Health and Safety _____ and all the project managers.
- 4 The site managers and supervisors _____ directly to a project manager.
- 5 Business Development is _____ into three sections: Design, Estimating and Marketing.
- 6 Engineering also _____ three sections: Structural, Mechanical and Electrical.
- 7 There are different departments which _____ after materials and plant, accounting, administration and legal.
- 8 Sometimes we have _____ consultants to help with special jobs. They are not _____ of the company.

Listening 2  Listen to the heads of the seven departments talking about their roles. Write the names of their departments. Use the organisation chart in 1 to help you.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____

3 Listen again. Write the expressions used to talk about roles and responsibilities.

- 1 *make sure*, _____
- 2 _____
- 3 _____, _____
- 4 _____, _____, *work out*, _____
- 5 _____, *send out*
- 6 _____, _____, *work with*
- 7 _____, _____, _____

Vocabulary 4 Match the sets of collocations.

- | | |
|------------------|----------|
| 1 make | a) of |
| 2 look | b) sure |
| 3 consist | c) to |
| 4 report | d) after |
| 5 liaise | e) into |
| 6 be responsible | f) with |
| 7 deal | g) for |
| 8 divide | h) with |

5 Complete the sentences. Use the organisation chart in 1 to help you. Sometimes more than one answer is possible.

- 1 The Administration department consists _____ .
- 2 The head of accounting reports _____ .
- 3 Engineering is divided _____ .
- 4 The project managers liaise _____ .
- 5 Business Development is responsible _____ .
- 6 The site managers make _____ .
- 7 There are three sections in _____ and _____ .

Speaking 6 Work in pairs. Draw an organisation chart for a construction company (real or imaginary). Explain your chart to another pair.

At the top is ...

This department consists of ...

These people report to ...

Jobs and experience

Listening



using a total station

1 **04** Listen to three conversations. Match the job in each conversation with a word from the box.

civil engineer concrete finisher land surveyor

1 _____ 2 _____ 3 _____

2 Read the questions. For each conversation, answer *yes* (Y), *no* (N), or *doesn't say* (X). Then listen again and check your answers.

	Conversation 1	Conversation 2	Conversation 3
1 Is he a manual worker?			
2 Does he work mostly indoors?			
3 Was he good at maths at school?			
4 Does he work with CAD programs?			
5 Does he use high-tech equipment on site?			
6 Did he start as an apprentice?			
7 Is he self-employed?			

Speaking 3 Work in pairs. Read the questions in the table again. Take turns to ask and answer them so that they are true for you.

A: **Are you** a manual worker?

B: No, I'm not. I'm a project manager.

A: **Do you work** mostly indoors?

B: Yes, I do. I work in an office. I'm responsible for a hospital car park project.

Language

Questions

Questions with *be* begin with the correct form of the verb *be*, or use a rising tone.

Are you self-employed?
You're self-employed?
Is he on site today?
He's on site today?

Questions with *do/does/did*

Do you work indoors?
Does he work indoors?
Did you go to university?

Question words (*what, where, who, how*)

What do you do?
Where are they from?
Who is the client?
How does it work?

Speaking 4 Work in pairs. Think of a job but don't tell your partner. Take turns to ask and answer questions to find out the jobs.

Is the job indoors or outdoors?


Do you work alone or with other people?

What qualifications do you need?

What training did you do?

Reading 5 Read this CV and answer the questions about Arnold Keller.

- 1 How old is he?
- 2 Which school did he go to?
- 3 Where did he do his apprenticeship?
- 4 What is his highest qualification?
- 5 Does he know anything about project management?

	
Europass Curriculum Vitae	
Personal information	
First name(s) / Surname(s)	Arnold Keller
Address(es)	Mozartstrasse 23, Blendorf
Telephone(s)	Home: 01756 78634 Mobile: 077434 675332
Fax(es)	
E-mail	arnold@keller.de
Nationality	German
Date of birth	21.03.84
Gender	Male
Work experience	
Dates	2003 2004–2007
Occupation or position held	Apprentice Student trainee
Main activities and responsibilities	On-the-job-training Project assistant – Motorway lay-by 2004, Bridge renovation 2005, Motorway tunnel 2006
Name and address of employer	DM Construction DM Construction
Type of business or sector	Construction Construction
Education and training	
Dates	June 2003 June 2007
Title of qualification awarded	School Leaving Certificate Bachelor's degree in Construction Engineering
Principal subjects/occupational skills covered	Maths, Physics, English Health and Safety, Site management, Project management, Cost estimating
Name and type of organisation providing education and training	Blendorf Grammar School, Blendorf, Germany Vocational College, Blendorf, Germany
Personal skills and competences	
Mother tongue(s)	German
Other language(s)	English, French

Writing 6 Write your own CV. Use the Europass CV structure to help you plan and organise your details. Then swap CVs with a partner. Check that your partner's CV is clear and easy to understand.

Focus on a project: International Finance Centre (IFC) Seoul, Korea

Reading 1 Read these extracts about a new development in Seoul, Korea. What is the project?



1 Siemens-Shinwha has been awarded a contract to supply a fire safety system for the new IFC Seoul project which was developed by AIG real estate.

2 Designed by the award-winning architectural firm Arquitectonica, IFC Seoul is the leading business destination in Seoul with approximately 500,000 square metres of development.

3 The IFC Seoul is a joint venture between the Seoul Metropolitan Government and AIG Global Real Estate.

4 Established in 1968, POSCO is South Korea's largest steel producer.

5 A consortium led by GS Construction and POSCO won the contract to excavate the site. The contract for the next phase of construction was signed with a new consortium, including Daelim, POSCO, Hyundai Development and headed by GS Construction in January of this year.

6 To the south will be the 29-storey Two IFC office tower, which will offer some 79,000 square metres of floor space; to the west will be the 32-storey One IFC with 88,000 square metres, while the northern corner will be reserved for a 450-guestroom, 38-storey five-star hotel. The structure on the north-eastern side of the project, Three IFC, will be 55 storeys in height and, with a total office space of 160,000 square metres, will be the largest structure in the complex.

7 Otis Elevator Company was awarded a contract from AIG Korean Real Estate Development YH to provide 125 elevators, escalators and moving walkways for International Finance Centre (IFC) Seoul in Korea.

2 Match the organisations involved in the project with their roles. Sometimes more than one answer is possible.

- | | |
|--|-----------------------------------|
| 1 GS Construction | a) architects |
| 2 Siemens-Shinwha | b) excavation |
| 3 POSCO | c) fire safety equipment supplier |
| 4 Seoul Metropolitan Government and AIG Global Real Estate | d) elevator manufacturer |
| 5 Arquitectonica | e) owners/developers |
| 6 Daelim | f) consortium member |
| 7 Otis Elevator Company | g) steel producer |

Speaking 3 Work in small groups. Think of a large construction project in your area. Discuss which companies were involved and the role(s) they played.

Review

Vocabulary 1 Match 1–5 with their meanings a–e.

- | | |
|----------------|---|
| 1 a contractor | a) an adviser |
| 2 an owner | b) a group of people or companies who work together on a project |
| 3 a client | c) a person who holds the legal rights to something |
| 4 a consortium | d) a customer |
| 5 a consultant | e) a person or company who agrees to provide materials or services for a specific price |

2 Complete this description of the organisation of a company with appropriate words.

The Berlin branch has three departments. The project management department consists (1) _____ seven sections. Each section looks (2) _____ a different project. The legal and finance department deals (3) _____ all accounting issues, as well as contracts and claims. The logistics department is responsible (4) _____ making sure that the project management department has the resources to do the job. This includes all personnel and plant. The head of the Berlin branch reports directly (5) _____ the owner, who is based in Frankfurt.

Language 3 Each of these questions has one error. Correct the errors.

- 1 Does you work outdoors?
- 2 Is you self-employed?
- 3 Did you done an apprenticeship?
- 4 Was you good at maths at school?
- 5 What did you doing yesterday?
- 6 When did you started excavating?
- 7 Where is supplying the elevators?

Writing 4 Write a short covering letter to a potential employer to accompany your CV. Include:

- 1 an introduction: introduce yourself and say where you saw the job advert.
- 2 a summary of your qualifications.
- 3 a summary of your experience in the construction industry.

Use the following phrases to help you:

I am writing in reply to your advertisement in [name of newspaper/website] for [job title].

I am currently working on ...

My main qualifications are ...

I started working in the construction industry in ...

I believe I have the right experience and qualifications for this job, specifically my ...

I look forward to hearing from you in the near future.