



Business course, level A2  
Jelna Spasić

## Jobs, routines, work tasks

Na prošlom kursu vežbali smo da se predstavimo i kažemo nešto o svom poslu. Na primer: ***I am a teacher, my job includes preparing classes, teaching, assigning and checking homework and giving feedback to students.***

Reci sada ti nešto o svom poslu. U skripti imaš interesantan članak u kome su date informacije o kancelarijskim poslovima. Recimo ti radiš na prijemnom odeljenju neke kompanije. Šta ti je posao? Javljaš se na telefon (***answer phone calls***), primaš i prosleđuješ mejlove (***receive and forward emails***) i ugovaraš sastanke (***arrange meetings***). Mogao bi da kažeš nešto ovako: ***I am a receptionist, I answer phone calls, receive and forward emails and arrange meetings.*** Na kraju radnog vremena, razgovaraš sa šefom i kažeš. ***We have received 7 emails, I have arranged the meeting with the United for next Wednesday at 12.***

Znači, upotreбили smo sadašnji perfekat da sumiramo naš rad jer je važno šta smo uradili a podrazumeva se da je bilo u toku današnjeg radnog dana.

Sada ćemo analizirati jedan primer zajedno. Gledaj tekst na ekranu i prati rečenice.

### Graphic designer

***Job description: Graphic designer works with the rest of the creative team to develop advertising materials for clients. They use Adobe software to design deliverables such as logos, brochures, print and digital advertisements, magazines and e-books. A graphic designer should have a deep passion for design and always look for the latest graphic design trends and techniques.***

### Job responsibilities:

- ***Create a wide variety of deliverables using Adobe Creative Cloud***
- ***Work with the creative team to brainstorm innovative advertising campaigns***
- ***Resize images using Adobe Photoshop***
- ***Complete minor HTML/CSS coding as needed***
- ***Research emerging design trends***
- ***Attend an annual graphic design conference***

U prvom delu je dat opis posla. Ispričaj sada ovaj tekst kao da se radi o tebi: ***I am a graphic designer and I work with the creative team to develop materials for our clients. I use Adobe software to design deliverables such as logos, brochures, print and digital advertisements, magazines and e-books. I have a deep passion for design and always look for the latest graphic design trends and techniques.***

U drugom delu su izlistane radne obaveze. Kako bi rekao da si posetio skorašnju konferenciju grafičkih dizajnera u Parizu? Da, ovo je iskustvo pa će rečenica biti: ***I have attended the recent graphic designer conference in Paris.*** Ako si danas imao sastanak sa kreativnim timom o inovativnim reklamnim kampanjama, rečenica će biti: ***I have had a meeting with the creative team on innovative advertising campaigns.***