2ND EDITION Completely rewritten & expanded

Hello ENGLISH

VOLUME 3 • English for Work & the World

Write, speak and succeed at work — the Ethiopian way!



- **CVs, interviews & emails** that get results
- **Meetings, reports, contracts** & tenders
- **Money, law, the news** & the planet
- **IELTS & academic English**, full answer key

Ermias Wedaje Tegbaru

Hello English

Volume 3 · English for Work and the World

Hello English

VOLUME 3

English for Work and the World

Jobs, business, money, law, the news and the planet — the professional English Ethiopians need, with Ethiopian examples on every page

SECOND EDITION

Ermias W. Tegbaru (Eng.)
Addis Ababa

Hello English — Volume 3: English for Work and the World
Second Edition

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First edition published as *Hello English*, Addis Ababa, 2015.
Second edition, completely rewritten and revised, 2026.

ISBN: to be assigned

Comments, corrections and suggestions are welcome:
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This edition uses American English spelling. British differences are noted where they matter. The names and situations in the dialogues are fictional.

This book is dedicated to my children, Abem and Yam,
who are just about the best children a father could hope for:
happy, loving, and fun to be with.

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Preface

> *"Education is the most powerful weapon which you can use to change the world."*
> — Nelson Mandela

Volume 1 of *Hello English* gave you the grammar, and Volume 2 gave you the English of everyday life. This final volume takes you into the world of work and public life: the job interview, the meeting room, the tender document, the bank, the court report and the evening news.

Ethiopia is changing fast. Our engineers build dams and railways, our banks run on mobile phones, our capital hosts the African Union, and our young people apply for jobs and scholarships all over the world. In every one of these places, English is the working language. Good ideas are often lost because they are written in an email that starts "With due respect, I humbly request" and ends "I am waiting for your positive response." This book will help you write and speak with confidence instead.

I have drawn on more than twenty years in Ethiopia's construction industry, from site meetings to contracts and payment certificates, so many examples come from real working life. Every unit links back to the grammar in Volume 1 and the everyday English in Volume 2.

Your comments, corrections and experiences are, as always, welcome.

Ermias W. Tegbaru (Eng.)
Addis Ababa, 2026

How to Use This Book

Volume 3 has 40 units in six parts, followed by three reference sections and a complete answer key. Each unit is one professional situation, so you can open it the day before your interview, your meeting or your presentation.

Every unit works the same way

1. **In one sentence** — what the unit is about, in a shaded box.
2. **Key language** — tables of vocabulary and phrases, with formal and informal options.
3. **Models** — sample emails, letters, reports and talks you can adapt.
4. **Listen in** — a short dialogue from Ethiopian working life.
5. **Grammar link** — where to find the grammar in Volume 1 or the phrases in Volume 2.
6. **Watch out!** — the mistakes professionals make most, ✗ wrong and ✓ right.
7. **Practice** and **Answers** — with the answers in the Answer Key at the back.

Where to start

- **Job seekers and graduates:** Part A, then R1 for email templates.
- **Professionals:** Part B for meetings, emails and reports, and R3, *Common Mistakes in Professional English*.
- **Engineers, contractors and business owners:** Units 13, 19, 20, 22 and 37.
- **University students:** Units 38–40 for essays, sources and English exams.

PART A

Finding a Job

Jobs and sectors, job ads, CVs, cover letters, interviews and your first weeks at work.

Unit 1 Jobs, Sectors and Job Titles 11
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UNIT 1

Jobs, Sectors and Job Titles

> **In one sentence:** a **job** is the work you are paid for, a **career** is your working life, and a **sector** is the area of the economy you work in.

Job, work, career, profession

Word	Grammar	Meaning	Example
job	countable	the paid position you have	She has a good job at a bank.
work	uncountable (noun) / verb	what you do, or the place you go	I have a lot of work today. · I go to work at eight.
career	countable	the jobs you do over your working life	He has had a long career in teaching.
profession	countable	a job that needs special training (doctor, lawyer, engineer)	She is a lawyer by profession.
occupation	countable, formal	your job (used on forms)	Occupation: Accountant
position / post	countable	a particular job in an organization	She applied for the post of manager.

Sectors of the economy

Sector	Examples in Ethiopia
agriculture	coffee, teff, flowers, livestock
manufacturing / industry	textiles, leather, cement, industrial parks
construction	roads, housing, dams, condominiums
services	banking, tourism, hotels, aviation, telecom
the public sector	government ministries, public schools, hospitals
the private sector	companies owned by individuals or shareholders
NGOs and the non-profit sector	charities, development organizations
technology / ICT	software, mobile money, start-ups

Talking about your job

Question	Answer
What do you do (for a living)?	I'm a civil engineer. · I work in banking.
Who do you work for?	I work for Ethiopian Airlines.
Where do you work?	I work in the head office in Bole.
What does your job involve?	It involves managing a team of twelve and visiting sites.
How long have you worked there?	I've worked there for six years.
Are you full-time?	Yes, full-time. / I work part-time. / I'm self-employed. / I'm a freelancer.

Prepositions that go with jobs

- *I work for a company (the employer) · at a place · in a sector or department · as a job title.*
- *I work as an accountant for Dashen Bank in the finance department at the head office.*

Listen in

Sara: So, what do you do, Bereket?

Bereket: I'm a quantity surveyor. I work for a construction company.

Sara: Interesting! What does your job involve?

Bereket: I prepare bills of quantities, check measurements on site and help with payment certificates.

Sara: Do you enjoy it?

Bereket: I do. Every project is different, and I like working with numbers.

Grammar link

> *How long have you worked there?* uses the **present perfect** for a situation continuing to now (Volume 1, Unit 16). Use **a / an** before a job: *I'm an engineer* (Volume 1, Unit 6).

! Watch out!

✗ Wrong	✓ Right
I am engineer.	**I'm an engineer.**
I have a work at the ministry.	**I have a job at the ministry.** / **I work at the ministry.**

✗ Wrong	✓ Right
What is your work?	**What do you do?**
I am working in this company since 2019.	**I have worked / have been working for this company since 2019.**
I work in Ethio Telecom as engineer.	**I work for Ethio Telecom as an engineer.**
She is a governmental worker.	**She works in the public sector.** / **She is a civil servant.**

Practice

A. Job, work or career?

1. I start _____ at 8:30 every morning.
2. She has had a successful _____ in medicine.
3. He's looking for a new _____ in marketing.
4. I have too much _____ to do this week.

B. Complete with *for, at, in* or *as*.

1. I work _____ a nurse _____ Black Lion Hospital.
2. She works _____ the finance department.
3. They work _____ an international NGO.

C. Correct the mistakes.

1. My brother is doctor.
2. I am working here since five years.
3. What is your work?

END OF FREE SAMPLE

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