

Jobs/ Duties/ Responsibilities/ Future Tenses

I. Job Titles in Career Descriptions

1. What is a Job Title?

A **job title** is the name of the position a person holds. It defines the role or function of the job in an organization or industry. For example an **accountant** manages finances.

Actuary, Data Analyst, Trade Economist, Labor Economist

2. Common Job Titles in Different Industries

- **Economics:** Economist, Financial Analyst, Actuary, Data Analyst, Trade Economist, Labor Economist
- **Education:** Teacher, Lecturer
- **Healthcare:** Nurse, Doctor, Pharmacist
- **Technology:** Software Developer, IT Manager, Web Designer

3. Importance of a Job Title

- A job title helps identify the general tasks and responsibilities associated with the role.
- It also provides insight into the level of the role, such as entry-level, mid-level, or senior positions.

II. Duties in Job Descriptions

1. What Are Duties?

Duties refer to the tasks or activities that an individual performs as part of their job. These are often routine and regularly occurring responsibilities. In a job description, duties specify what actions the person must take on a daily or weekly basis.

2. Examples of Duties

Economist: Conduct economic research, analyze market trends, and provide policy recommendations.

Financial Analyst: Analyze financial data, create financial models, and prepare reports for investment decisions.

Actuary: Analyze risk factors, calculate insurance premiums, and evaluate financial data to predict future trends.

Data Analyst: Collect and process economic data, perform statistical analyses, and present findings to inform business decisions.

3. How to Describe Duties

Verb	Sentence
Analyze	The financial analyst analyzes market trends to predict future investment opportunities.
Forecast	The data scientist forecasts future sales based on current economic data.
Investigate	The economist investigates the causes of inflation by examining various economic indicators.
Interpret	The auditor interprets financial reports to ensure compliance with accounting standards.
Recommend	The financial advisor recommends the company diversify its portfolio to reduce risk.
Monitor	The central bank monitors inflation rates to adjust monetary policy accordingly.
Plan	The economist plans strategies for sustainable economic growth in developing countries.
Report	The financial analyst reports to the management team about potential financial risks.

III. Responsibilities in Job Descriptions

1. What Are Responsibilities?

Responsibilities describe what the person is accountable for or must ensure in the role. Unlike duties, which are specific tasks, responsibilities often refer to broader obligations that can affect the overall success of a project or organization.

2. Examples of Responsibilities

- **Economist:** Ensure accurate analysis of economic trends and provide data-driven policy recommendations.
- **Financial Analyst:** Ensure the development of effective financial models and accurate forecasting for investment strategies.
- **Actuary:** Ensure accurate risk assessments and appropriate insurance premium calculations based on statistical data.
- **Data Analyst:** Ensure the collection and interpretation of reliable economic data to support business decisions

3. How to Describe Responsibilities.

Use phrases such as **responsible for, in charge of, ensure that, tasked with, accountable for charged with,** and **required to,** to describe responsibilities.

IV. Skills and Qualifications

1. What Are Skills and Qualifications?

Skills and qualifications refer to the abilities, experience, and education required to perform a job. These are often outlined in a job description to indicate the level of expertise needed.

2. Examples of Skills and Qualifications

- **Economist:** Analytical skills, economic theory knowledge, advanced degree in economics.
- **Financial Analyst:** Financial modeling, data analysis, degree in finance or accounting.

- **Actuary:** Mathematical proficiency, risk assessment, actuarial certification.
- **Data Analyst:** Data visualization, statistical analysis, degree in economics, statistics, or related field.

3. How to Describe Skills and Qualifications

- **List technical skills** (e.g., proficiency in software programs, data analysis tools, or specific methodologies).
- **Mention soft skills** (e.g., communication, teamwork, problem-solving, adaptability).
- **Highlight relevant certifications or qualifications** (e.g., degrees, professional certifications, specialized training).
- **Provide examples of how skills are applied** (e.g., using software to analyze data or collaborating with teams to solve complex problems).

V. Abbreviations in Job Descriptions

1. Common Abbreviations in Job Titles

In job descriptions, certain abbreviations are used to simplify and shorten job titles and roles:

CEO – Chief Executive Officer

CFO – Chief Financial Officer

HR – Human Resources

IT – Information Technology

VP – Vice President

2. Abbreviations for Skills and Qualifications

MBA – Master of Business Administration

BSc – Bachelor of Science

CPA – Certified Public Accountant

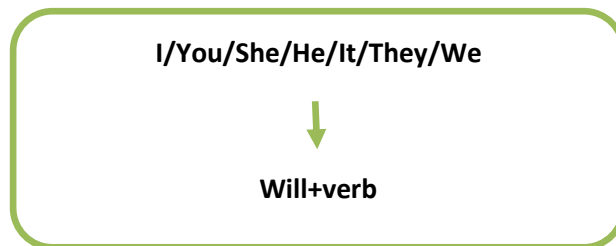
PhD – Doctor of Philosophy

CFA – Chartered Financial Analyst

Future Tenses

In professional settings, effectively communicating about future job responsibilities, duties, and plans is crucial for collaboration and success. The use of future tenses plays a vital role in discussing upcoming tasks, setting expectations, and outlining long-term objectives. Clear understanding and application of these tenses ensure accurate and professional communication

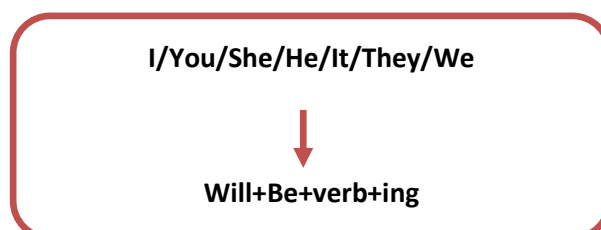
1. The Simple Future Tense



The simple future tense is used to describe **actions that are going to happen in the future, intentions, predictions, or promises**. For example:

	I/YOU/THEY/WE /SHE/HE/IT
Affirmative	She will travel to Paris next week.
Negative	She will not travel to Paris next week.
Question	Will she travel to Paris next week?

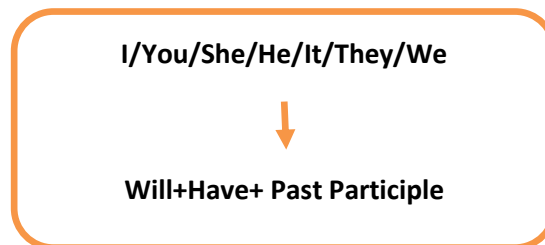
2. The Future Continuous Tense



The future continuous tense is used to describe **actions that will be happening at a specific time in the future** or **actions that will be ongoing at a future time**. For example:

	I/YOU/THEY/WE /SHE/HE/IT
Affirmative	I will be working at 10 AM tomorrow.
Negative	I will not be working at 10 AM tomorrow.
Question	Will you be working at 10 AM tomorrow?

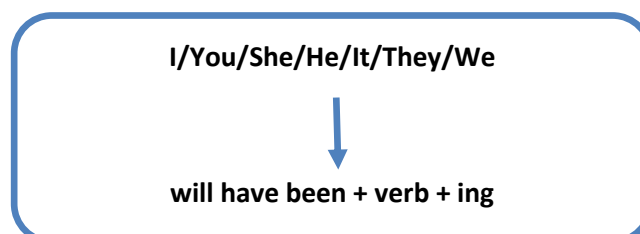
3.The Future Perfect Tense



The future perfect tense is used to **describe actions that will be completed before a specific time in the future**. For example:

	I/YOU/THEY/WE /SHE/HE/IT
Affirmative	She will have completed the project by next Monday.
Negative	She will not have completed the project by next Monday.
Question	Will she have completed the project by next Monday?

4.The Future Perfect Continuous Tense



The future perfect continuous tense is used to describe **ongoing actions that will continue up to a point in the future, emphasizing the duration of the action.**For example:

	I/YOU/THEY/WE/ SHE/HE/IT
Affirmative	By next month, we will have been working on this project for over six months.
Negative	By next month, we will not have been working on this project for six months.
Question	By next month, will we have been working on this project for over six months?