

1 Introductions

1.1

Talking about your job

GRAMMAR

 VOCABULARY

Present simple: positive and negative

Responsibilities

- 1 a** **Talk about jobs.**
 What's your job title in English?
 Is your job common or very specialised?
 Do you know anyone with a very unusual job?

- 2 a** **▶▶ 2 Listen to Ella Grady, one of the people on the course, talking about her job. Fill in the gaps in the Organisation Chart.**



Organisation Chart



Sue Arpel
managing director

- Responsibilities:
- 7 departments
 - 145 people



David Kemp
customer service manager

- Responsibilities:
- customer service department
 - 3 regional customer service managers



Ella Grady
¹..... *customer service manager*

- Responsibilities:
- ²..... assistants
 - ³..... countries

- b** **▶▶ 1 Ivan Magnusson, a trainer, is talking at the start of a training course. Listen and complete the information.**

- 1 Length of course: days
- 2 Course name: International
- 3 Ivan's job: consultant

- b** Which other person from the chart is on the training course?

- c** Fill in the gaps in these sentences from 2a.

of after to with for

- 1 I look *after* customer service for Europe.
- 2 I report the customer service manager.
- 3 He's in charge the department.
- 4 We're responsible customers in Europe.
- 5 I deal problems most of the time.

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d **▶▶ 2** Listen again and check your answers.

e **Vocabulary practice** ...> Page 95, Exercise 1.

f **Work with a partner. Imagine you are one of the people on the chart. Describe your responsibilities. Use the language from 2c.**

g **▶▶ 3 PRONUNCIATION** Listen and repeat. How do these words change in sentences?

- 1 **of** I'm in charge of the department.
- 2 **for** I'm responsible for customers.
- 3 **to** I report to the department manager.

Present simple: be

I'm an export manager.
 He's in charge.
 We're responsible for ten countries.
 I'm not in charge.
 She isn't on the course. (or She's not)
 They aren't all here. (or They're not)

...> Grammar reference 3.1.1

h **Fill in the gaps with these forms of the verb be.**

are is I'm he's isn't we're they're
 aren't isn't

- 1 My name's Ella Grady. *I'm* in customer service. It a very big department – only six people.
- 2 I'm not in charge of the department. David Kemp the manager. my boss.
- 3 I work with five colleagues. in the European section of the department.
- 4 Alicia, Todd, Mike, Eric and Hans all in my team. my assistants.
- 5 Sue Arpel on the course. There any directors on the course.

3 a **▶▶ 4** Listen to Ivan Magnusson telling the group about his 'secret job'. Then complete the sentences.

- 1 Ivan works for
- 2 He writes reports about
- 3 The company doesn't pay him, but
- 4 Ivan is the right person for the job because

b **Underline the correct verb forms in these sentences that Ivan and David say.**

- 1 I work/works for a hotel company.
- 2 We check/checks customer service.
- 3 I write/writes a report.
- 4 It don't/doesn't take long.
- 5 I don't/doesn't pay.
- 6 They travel/travels a lot.
- 7 I don't/doesn't like the paperwork.

c **▶▶ 4** Listen again and check your answers.

Present simple

I **work** in this office. He **works** with me.
 He **doesn't work** here. We **don't work** together.
The verb have is irregular:
 I **have** an assistant.
 She **has** a new job.
 I **don't have** an assistant.
 She **doesn't have** a new job.

...> Grammar reference 3.1.2

d **Grammar practice** ...> Page 95, Exercise 2.

4 **Communication practice 1. Student A** ...> Page 78. **Student B** ...> Page 88.

5 **Talk to a partner about your job (or a job you would like to do). Talk about your responsibilities and give examples of things you do at work.**

USEFUL LANGUAGE

I'm the international sales manager.
 I'm responsible for exports.
 I report to the managing director.
 She's my boss.
 I manage a team of ten engineers.
 The factory manager deals with production problems.
 I'm in charge of this project.
 I'm in after-sales service. I look after customers.