



- ◊ Revise vocabulary for describing jobs
- ◊ Interview a colleague about their job
- ◊ Present your colleague to your group

Starting Off

A Complete the sentences below using the words from the box in the correct form.

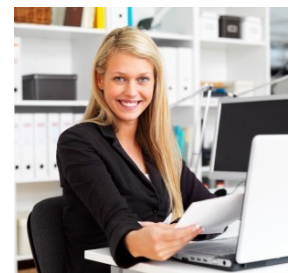
report	involve	responsible	in charge
	work (x2)	implement	



- 1 I **work** for a family-owned manufacturing business, based in a small town in the South of China.
- 2 In my role as Financial Controller, I'm **in charge** of analyzing the quarterly reports, checking that our expenses are in line with the budget, as well as **implementing** any measures to reduce our costs.
- 3 I am also **responsible** for presenting the end of year figures to the members of the Board of Directors.
- 4 I **report** directly to the CEO, who is also the head of the family. Sometimes, I have to **work** with the other members of the Board.
- 5 My job also **involves** dealing with the IT applications which help us to be more efficient.

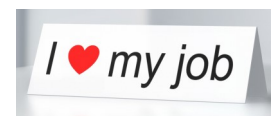
B Complete the sentences below using the correct prepositions from the box.

for (x2)	in	of (x3)
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- 1 I work **in** the marketing department of a well-known telephone operator.
- 2 As I'm in charge **of** the international accounts, I have a lot of meetings in English.
- 3 I'm mainly responsible **for** analyzing the results of market surveys and writing reports **of** our findings.
- 4 I also take care **of** the customer feedback data. This can take a lot of my time as customers are more and more demanding.
- 5 I work **for** the European Marketing Director. She's based in Berlin, so we only see each other face-to-face once a month.

C In the box below are some adjectives that can be used to describe jobs. Work with a partner and decide which adjectives have a positive meaning and which have a negative meaning.



boring	challenging	demanding
dull	exciting	fascinating
glamorous	hard	interesting
repetitive	rewarding	routine
satisfying	secure	stressful
tiring	tough	varied
		well-paid

positive

negative



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D Work in pairs - one of you follows the instructions for Colleague A and the other for Colleague B.

Colleague A

- 1 Introduce yourself to Colleague B and talk about your job:
 - describe your position (*I'm a Marketing manager.*)
 - give some details about your company (*I work for...*)
 - talk about what you do (*I deal with...*)
 - talk about your team / clients / boss (*I'm part of a team of ...*)
 - describe how you feel about your job (*My job is rewarding / demanding / tiring.*)
- 2 Colleague B will present you to the rest of your group.
- 3 Swap roles. Colleague B will talk about their job. Make notes in the box below then use them to present your colleague to the rest of your group.



Notes

Colleague B

- 1 Colleague A will talk about their job. Make notes in the box below then use them to present your colleague to the rest of your group.
- 2 Swap roles. Introduce yourself to Colleague A and talk about your job:
 - describe your position (*I'm a Marketing manager.*)
 - give some details about your company (*I work for...*)
 - talk about what you do (*I deal with...*)
 - talk about your team / clients / boss (*I'm part of a team of ...*)
 - describe how you feel about your job (*My job is rewarding / demanding / tiring.*)
- 3 Colleague A will present you to the rest of your group.



Notes