



- ◊ 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.

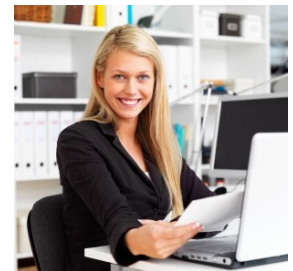
report    involve    responsible    in charge  
work (x2)    implement



- 1 I \_\_\_\_\_ 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 \_\_\_\_\_ of analyzing the quarterly reports, checking that our expenses are in line with the budget, as well as \_\_\_\_\_ any measures to reduce our costs.
- 3 I am also \_\_\_\_\_ for presenting the end of year figures to the members of the Board of Directors.
- 4 I \_\_\_\_\_ directly to the CEO, who is also the head of the family. Sometimes, I have to \_\_\_\_\_ with the other members of the Board.
- 5 My job also \_\_\_\_\_ dealing with the IT applications which help us to be more efficient.

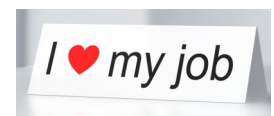
**B** Complete the sentences below using the correct prepositions from the box.

for (x2)    in    of (x3)



- 1 I work \_\_\_\_\_ the marketing department of a well-known telephone operator.
- 2 As I'm in charge \_\_\_\_\_ the international accounts, I have a lot of meetings in English.
- 3 I'm mainly responsible \_\_\_\_\_ analyzing the results of market surveys and writing reports \_\_\_\_\_ our findings.
- 4 I also take care \_\_\_\_\_ the customer feedback data. This can take a lot of my time as customers are more and more demanding.
- 5 I work \_\_\_\_\_ the European CFO. 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