

LANGUAGE MATTERS

WHAT DO YOU DO?

Job title:

Responsibilities and Main Tasks

Your department



Size
Location
Function

Typical working day



Meetings
Emails
Planning

Future opportunities



Globalisation
Growth
Career

Key challenges



Staff
Resources
Work life balance

Job satisfaction



Rewards and benefits
Professional development

Practice Exercises

1 > Vocabulary extension

What's the difference?

I work for...

work in...

work with...

work on...

What's the preposition?

to be responsible...

to be in charge...

to report...

to deal...

to be involved...

to liaise...

to specialise...

to be made up...

to be divided...

Describing your job:

It's _____

routine

demanding

tedious

varied

tiring

rewarding

challenging

stressful

tough

What kind of organisation and business?

Choose words from below which mean the opposite:

The company organisation is very flat / _____

The atmosphere is very formal / _____

The management are very distant / very _____

It's very profitable / _____

The company is growing / _____

We are _____ / making people redundant.

Staff turnover is high / _____

Our products are for a niche market / a _____

low

downsizing

hierarchical

a mass market

informal

recruiting

loss-making

approachable

Grammar Practice

Adverbs of frequency

always

often

usually

sometimes

occasionally

rarely

never

We can use adverbs of frequency to talk about our routine tasks: things we do on a regular basis. They are commonly used with the present simple tense and can be placed **at the beginning of a sentence, before or after the main verb.**

I always have a coffee before I switch on my computer.

Sometimes I have three or four meetings in a day.

He is rarely on time for our weekly conference call.

1 > Complete the following sentences with ideas of your own:

1. My line manager often _____
2. I never _____ on Fridays.
3. We usually have _____ twice a week.
4. Everyone always _____ at lunch time.
5. Janek is rarely _____
6. Occasionally I have _____

2 > Presentation practice

Now use the new language you have learned to present three slides about your role and responsibilities.