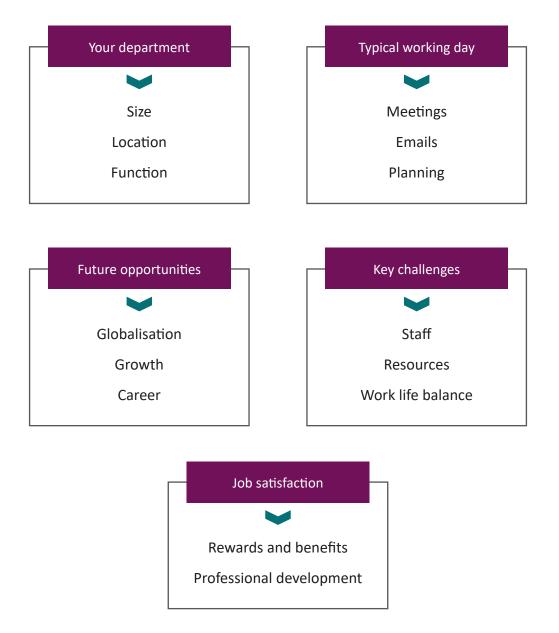


LANGUAGE MATTERS

WHAT DO YOU DO?

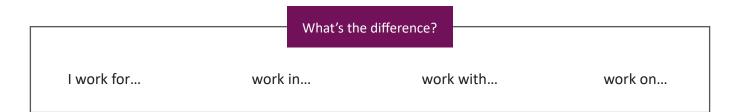
Job title:

Responsibilities and Main Tasks



Practice Exercises

1 Vocabulary extension



	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:	
lt's		
routine	demanding	tedious
varied	tiring	rewarding
challenging	stressful	tough

What kind of organisation and business?

Choose words from be	low which mean the o	opposite:	
The company organisat	tion is very flat /		
The atmosphere is very	/ formal /		
The management are v	very distant / very		
It's very profitable /			
The company is growin	g /		
We are		/ making people redundant	ī.
Staff turnover is high /			
Our products are for a	niche market / a		
	da settas		
low	downsizing	hierarchical	a mass market
informal	recruiting	loss-making	approachable

Grammar Practice

		Advert	bs of frequency		
always		often	usi	ually	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**.



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.

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