

1.1 ➤ Vocabulary

- Student A** 1 You are going to talk about roles and responsibilities. Work in groups. Complete the table with the words in the box and your own ideas.

auditing brand image cash flow chasing payments company image customer service
 designing products invoicing managing director managing products market research
 production department quality control sales team supply chain

	Finance Supervisor	Head of Operations	Marketing Manager
responsible for			
in charge of			
take care of / look after			
work closely with / coordinate with			

- 2 Work in pairs. Follow the instructions.

- 1 Choose one of the jobs in Exercise 1 and talk about it for one minute without saying what your job is. Student B has to guess your job. He/She can ask you up to three questions before guessing.
- 2 Listen to Student B and try to guess what job he/she is describing. You can ask him/her up to three questions before guessing.

