

Listen to several people from the companies on the opposite page talking about their Jobs and complete the following table. All the answers are disarranged.

**Mary  
Fitzsimmons**

Dealing with external  
auditors, overseeing  
quarterly reports

Responsible for all  
employees worldwide,  
15 000 employees

I'm in charge of, I'm  
(also) responsible for,  
I report to.

**Harry Wilson**

In charge of people taking  
phone orders for different  
companies, recruitments  
and training, contacting  
new clients

In charge of a team of  
writers, 15 staff plus 20  
freelance writers

I am (ultimately)  
responsible for

**Jill Black**

Overseeing every aspect of  
policy and practice

10 accountants

I'm also in charge of

**Karl-Heinz  
Egonolf**

Dealing with the press,  
sending out press releases

25 people

My job entails, who  
work under me

	name	duties	no. of workers	phrases used
1	Jeff Hynes	liaising / dealing with other companies	5 project managers	my job involves ...
2				
3				
4				
5				