

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 <i>Jeff Hynes</i>	<i>liaising /dealing with other companies</i>	<i>5 project managers</i>	<i>my job involves ...</i>
2			
3			
4			
5			