

Your Role, Your Institution

By the end of this sheet you can say who you are, what you do and how big your institution is — in forty-five seconds.

01 READ IT FIRST

10 MIN

Andrés does the same job as you, in English. Read what he says — you will build your own version of this at the end of the sheet.

Good morning. My name's Andrés Molina and I'm the Director of Operations at Meridian Education Group.

We're a bilingual school group based in Monterrey. We have four campuses and around three thousand students. Our staff headcount is just over three hundred.

I'm responsible for enrolment, timetabling and facilities across all four sites. I report to the Chief Executive, and I sit on the academic committee. My team handles the school calendar and the registration process at the start of each semester. I oversee a team of twelve.

I don't work on the curriculum — that's the Academic Director. My side is operations: buildings, schedules, capacity.

I've been with the organisation for eleven years. I started as a Registrar at our Riverside campus, so I know the enrolment process very well.

We have capacity for four thousand one hundred students, so there is still room to grow. This year's intake was approximately five hundred, our strongest for three years. Our strategy now is to fill Hillcrest before we open a fifth campus.

1.1 Answer

What is Andrés responsible for?

Who does he report to, and what does his team handle?

What is the difference between the capacity and the intake?

Why do you think he mentions being a Registrar?

02 WHO DOES WHAT

6 MIN

Write the letter of the matching description in the box.

Academic Director

a. Controls budgets, fees and payroll

Registrar

b. Recruits and enrolls new students

Bursar

c. Runs one site — everything there is their responsibility

Head of Campus

d. Curriculum, teaching quality, academic standards

Admissions Officer

e. Facilities, logistics and non-academic services

Operations Manager

f. Student records: enrolment, registration, transcripts, timetable

03 THE FIVE FRAMES

14 MIN

These five phrases cover almost everything you will ever need to say about your own job. The words on the right are what most often follows them.

I'm responsible for

+ noun or -ing

enrolment · the budget · three campuses · managing the timetable ·
recruiting teaching staff · making sure the sites run safely

I oversee

+ noun only

admissions · the operations team · four sites · the registration process · a
team of twelve

I report to

+ a person or a role

the Chief Executive · the Academic Director · the board · my Head of Campus

My team handles

+ noun

timetabling · student records · facilities · the enrolment process · day-to-day
operations

I sit on

+ a committee or a board

the academic committee · the board · the finance sub-committee · the
leadership team

I've been with the organisation for

+ a period of time

eleven years · just over a decade · most of my career · two years now

THREE TRAPS

responsible FOR, never "responsible of" · oversee never takes -ing · sit ON a committee, not "in"

3.1 Fix the error

One mistake per sentence. Write the correct version.

1. I'm responsible of the timetable.

2. I oversee managing the four campuses.

3. I report at the Director General.

4. My team handle the admissions process.

5. I sit in the academic committee.

3.2 Your own job

Five true sentences — one for each frame. Real department, real manager, real numbers.

04 SAYING IT SO IT IS RECOGNISED

8 MIN

One syllable in every English word is stronger. Stress the wrong one and the word becomes hard to recognise even when every sound is correct. Circle the strong syllable.

re · ve · nue	fa · cul · ty	ca · pa · ci · ty	a · ca · de · mic
en · roll · ment	cu · rri · cu · lum	cam · pus	a · ssess · ment

→ REvenue and FAculity catch everyone. Both take the stress on the first syllable, and you will say them every week.

4.1 The invisible "e"

Spanish has no words beginning s + consonant, so a small "e" appears in front: estudents, eschool, estaff. English has no vowel there at all.

Hold the s on its own for two full seconds, then release it into the rest of the word.

ssssssss — chool sssssss — taff sssssss — tudents

Three clean attempts each.

school	☐ ☐ ☐	students	☐ ☐ ☐	structure	☐ ☐ ☐
staff	☐ ☐ ☐	strategy	☐ ☐ ☐	schedule	☐ ☐ ☐

05 HOW BIG IS IT

5 MIN

headcount	The total number of people — usually staff
intake	The number of new students who join in one year
capacity	The number of students you could teach if every seat were full
enrolment	The number of students actually studying with you now

5.1 Soften the figure

Professionals rarely say exact numbers out loud. This is not vagueness — it shows you know the figure and know how precise it needs to be. Write two versions of each.

approximately · around · just over · just under · in the region of

3,187 students

4,100 seats

06 YOUR FORTY-FIVE SECONDS

12 MIN

This is the piece of English you will use more than any other. Andrés's text in section 01 is your model — but the words must be yours.

6.1 Draft it

Good morning. My name's _____ and I'm the _____
at _____.

We're a _____ based in _____,
with _____ campuses and around _____ students.

I'm responsible for _____,
and I report to _____.

My team handles _____.

I've been with the organisation for _____ years.

6.2 Record it

Voice memo. Three takes maximum — send the best one. Do not read it.