

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				