

**Instruction:** Complete the sentences below by using the words given in the box.

duty	responsible for	department	responsibility	duty
report to	in charge of	team	policeman	position

1. I am .....customers' accounts.
2. What is your ..... in your company? I'm responsible for the marketing in the company.
3. My .....is planning marketing plans.
4. Enclose your resume in this envelope and submit it to the personnel .....
5. I'm a computer programmer and I'm responsible for a ..... of about eight people.
6. I am ..... handling all customer complaints.
7. I protect lives, catch criminals, and enforce the law. I am a .....
8. I work for Honda in the Human Resources department. I am in charge of the personnel training section and I ..... personnel manager.
9. After John was made a manager, he told me he would never expected to reach such a high .....
10. Don't smoke while you are on .....