

1.1 Vocabulary

Student A 1 You are going to talk about roles and responsibilities. Work in groups. Complete the table with the words in the box and your own ideas.

auditing brand image cash flow chasing payments company image customer service
designing products invoicing managing director managing products market research
production department quality control sales team supply chain

	Finance Supervisor	Head of Operations	Marketing Manager
responsible for			
in charge of			
take care of / look after			
work closely with / coordinate with			

2 Work in pairs. Follow the instructions.

- 1 Choose one of the jobs in Exercise 1 and talk about it for one minute without saying what your job is. Student B has to guess your job. He/She can ask you up to three questions before guessing.
- 2 Listen to Student B and try to guess what job he/she is describing. You can ask him/her up to three questions before guessing.



Student B 1 You are going to talk about roles and responsibilities. Work in groups. Complete the table with the words in the box and your own ideas.

customer service employee relations health and safety interviewing
managers of other departments manufacturing marketing team
operations department payroll pricing production processes promotion campaigns
providing raw materials recruiting and training sales strategies

	Director of Human Resources	Production Supervisor	Sales Director
responsible for			
in charge of			
take care of / look after			
work closely with / coordinate with			

2 Work in pairs. Follow the instructions.

- 1 Listen to Student A and try to guess what job he/she is describing. You can ask him/her up to three questions before guessing.
- 2 Choose one of the jobs in Exercise 1 and talk about it for one minute without saying what your job is. Student A has to guess your job. He/She can ask you up to three questions before guessing.

1.2 Grammar

1 Look at the card and complete the conversation with appropriate future forms.

Scheduled event

all-day meeting – Tuesday – discuss next year's marketing plans

Plan/Arrangement

give presentation 9.30

Personal intention

spend all day Monday preparing

Prediction

interesting day, learn a lot

A: What are your plans for next week?

B: Well, we ¹ _____ (have) an all-day meeting on Tuesday to discuss next year's marketing plans.

A: Really?

B: Yes, and I ² _____ (give) a presentation at 9.30. It's the first of the day.

A: Are you nervous?

B: A little. But I ³ _____ (spend) all day on Monday preparing!

A: That's a good idea!

B: Well, I hope so. I think it ⁴ _____ (be) a really interesting day and I'm sure I ⁵ _____ (learn) a lot.

2 Work in pairs. Pick up a card each about your plans for next week. Look at your scheduled event, your plan/arrangement, your personal intention and your prediction. Then have a similar conversation with your partner.

**Scheduled event**

sales conference in Miami – flight 3.45 p.m. Monday

Plan/Arrangement

stay Beach Hotel 4 nights

attend conference meetings – Tuesday and Wednesday

Personal intention

do lots of networking

Prediction

learn about new products, useful and fun

Scheduled event

two-day finance meeting – Tuesday and Wednesday

Plan/Arrangement

give presentation, explain latest financial figures – Wednesday 3 p.m.

Personal intention

check financial figures, prepare presentation – Tuesday

Prediction

difficult decisions, productive day

Scheduled event

new computer systems training day – Thursday

Plan/Arrangement

attend morning session

meet new Systems Manager after lunch

Personal intention

read about the new computer systems – Wednesday evening

Prediction

challenging day, helpful in future

Scheduled event

team-building away day – Friday

Plan/Arrangement

get lift from manager

Personal intention

get to know the team better, do lots of networking

Prediction

fun day, improve working relationships