

TALKING ABOUT YOUR JOB

1. Listen to three employees of an IT distribution company called Xcel Systems describing their jobs : <https://www.linguahouse.com/esl-lesson-plans/business-english/company-and-job> . Complete the profiles below.

	Anthony Smart	Daniel Goldman	Susan Clarke
Position:		Managing director	
Responsibilities:			
Enjoys:			
Doesn't enjoy			

2. Make BRIEF notes about *your* job:

Position <i>- I <u>am</u> the ... / I <u>work as</u> a ...</i>		
Responsibilities <i>- I <u>am</u> responsible for..</i> <i>- I <u>am</u> in <u>charge</u> of ...</i>	+ V-ing or N	
Enjoy <i>What I <u>like</u> the <u>most</u> <u>about</u> my <u>job</u> is ...</i> <i>I <u>also</u> <u>really</u> <u>enjoy</u>...</i>		
Don't enjoy <i>One <u>task</u> I <u>don't</u> <u>quite</u> <u>like</u> <u>is</u>...</i> <i>... can <u>be</u> <u>rather</u> <u>unpleasant</u> <u>sometimes</u>.</i>		

3. Describe your job to your classmates / Take notes on your classmates' job descriptions.

Name	Position	Responsibilities	Enjoys	Doesn't enjoy