

## Work and responsibilities

by Adrian Doff

**Level:** Intermediate and above

**Time:** 20 minutes

**Aims:**

- To talk about jobs and what they involve
- To talk about what people are responsible for in a company

**There are three ways to use this worksheet:**

- Give the worksheet to students to work through independently, and then in the next lesson go through the exercises and deal with any points that arise.
- Use the worksheet for an active classroom lesson. The notes below give ideas for doing this.
- Do not give the worksheet out in class, but use it as the basis for your own lesson, getting ideas and phrases from the students and presenting language on the board (use the notes below to help you). Then give out the worksheet at the end, and ask them to do the exercises for homework

### Worksheet

#### 1 Warm up: Establishing the concept

Write on the board:

<i>company?</i>	<i>your job?</i>
<i>department?</i>	<i>What do you do?</i>

Ask students to describe their job in English, using these cues. At this stage, let them do this in any way they like. The aim is to focus on the concept, and to give you an idea of what they can and can't say.

If your students all have roughly the same job, brainstorm together how they might describe it.

**Larger classes:** Do this as pairwork, then ask a few students to tell you what they said, or what they found out from their partner.

Give out the worksheet.

#### 2 Language focus

**1. Examples A, B and C.** Read through the examples, and ask a few questions to check comprehension and focus on the key language (possible answers in brackets):

*Who has the most responsible job? (C) Why? (She's responsible for several offices)*

*Why is A's job important? (If the computers stop, everything stops)*

*What do you think B does in his job? (talks on the phone, writes emails, replies to letters)*

**2. Work.** Read the examples, and point out how we use the verb *work*.

To practise, give cues, and ask students to make sentences, e.g.

*Toyota – I work for Toyota.*

*secretary – I work as a secretary.*

*the IT department – I work in the IT department.*

Ask a few students to give you sentences about themselves and other people in the class, using *work for*, *work in* and *work as*.

**3. look after, deal with.** Read the examples, and check that students understand how these verbs are used. To do this, give a few situations and ask students to use look after or deal with, e.g.

- *Small children – do you look after them or deal with them? (Look after them.)*
- *What about people in hospital? What does a nurse do? (She looks after them.)*
- *What if your company has problems? (You deal with them.)*
- *What about the people at an airport information desk? (They deal with passengers, enquiries.)*

**4. responsible for, in charge of.** To focus on the expressions, write on the board:

*He's responsible ...*

*She's in charge ...*

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Ask students what words come next (for, of), and how each sentence might continue after that. Get them to suggest two or three continuations for each.

Point out that *responsible for* and *in charge of* mean almost the same (*you're in charge* means 'You're the boss').

Read through the examples in the worksheet.

Ask students to think of a senior person in their own company. Ask them what he/she is responsible for, or in charge of.

**5. responsibility.** Write these words on the board:

*responsible*

*responsibility*

Practise saying them with the correct stress. Then write:

*have responsibility for*

Give a few examples to show how this is used, e.g.:

He's responsible for the computers. ⇒ He has responsibility for the computers.

If you like, give other sentences like this, and ask students to rephrase them.

Read through the examples with *take responsibility*, *give someone responsibility* and *take charge of*, *put someone in charge of*. There is no need to spend much time on these, but it might be useful to:

- ask students to give the equivalent expressions in their own language;
- ask students to give examples of recent news events, using these expressions (e.g. X took charge of the government; Y was given responsibility for bus services).

### 3 Practice

1. **Talk or write.** Students write sentences. Then ask them to read out what they have written.

**Alternative:** Give students a few moments to think about someone in their company, and possibly make a few notes. Then ask them in turn to tell you about them.

**Larger classes:** Do this as pairwork, then ask a few students what they said.

2. **Exercises.** Do the exercises together round the class; or let students do it alone or in pairs, then go through it together.

*Answers:*

- I run the sales department. I have overall responsibility for sales and marketing.
  - He's in charge of the website and he's also responsible for the online archives.
  - She was head/manager of the Manchester office, but last year they gave her responsibility for Britain and Europe.
  - I work for Vodafone – I travel round Europe and deal with customers' problems.
- take over
  - in charge
  - runs
  - responsibilities
  - deal with

**Other language areas you could explore:**

- adjectives that go with 'responsibility'**
  - *have overall, general, full, total, partial responsibility for ...*
- words for 'boss' and other relationships in a company**
  - *head, manager, CEO (chief executive officer), director, managing director*
  - *employee, colleague*
  - *senior/junior staff*
- company departments**
  - *sales, export, marketing, personnel, IT, design department*
- passive forms**
  - *be given responsibility for, be put in charge of ...*

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BUSINESS & ESP WORKSHEET

A	B	C
<p>I'm the <b>head</b> of the IT department. I <b>look after</b> the computers, and I'm also <b>in charge of</b> maintaining the software.</p> 	<p>I <b>work in</b> the Sales Department, and I <b>deal with</b> enquiries from customers.</p> 	<p>I <b>run</b> the Singapore office. I'm <b>responsible for</b> all the East Asian branches.</p> 

Work

work *for* a company:  
work *in* a department:  
work *as* + job:

He **works for** Sony.  
She **works in** the sales department.  
I **work as** a financial consultant in London.

look after, deal with

You look after:

- children
- equipment
- machinery

You deal with:

- customers
- enquiries
- problems

- ✓ I **look after** all the software, and make sure it works properly.
- ✓ As a receptionist, I **deal with** customers and enquiries.
- ✓ Our customer service department will **deal with** any problems you have.

be responsible for, be in charge of

responsible for  
in charge of



+ noun or -ing

He's responsible **for** the sales conference.  
I'm in charge **of** the book department

He's responsible **for** organising the sales conference.  
I'm in charge **of** ordering books.

We can say:

- She's the **head** (or **manager**) of the London office.
- She **runs** the London office.
- She's **in charge of** the London office.

Adjective:  
⇒ Noun:



responsible  
responsibility



One of my **responsibilities** is to organise conferences.  
She has **overall responsibility** for the East Asian branches.

Notice these expressions:

take (over) responsibility for  
give ... responsibility for  
take charge of  
put ... in charge of

Philip Knight is **taking over responsibility** for running the company.  
They're **giving** Philip Knight **responsibility** for running the company.  
Sue has retired, so now I've **taken charge** of the project.  
Sue has retired, so now they've **put me in charge** of the project.

Talk or write



Choose two or three people in your company, and write sentences about them. Use the words and phrases you have learned.

Exercises

1. Find two mistakes in each sentence, and correct them.

- I lead the sales department. I have overall responsible for sales and marketing.
- He's in charge for the website and he's also responsible of the online archives.
- She was chief of the Manchester office, but last year they put her responsibility for Britain and Europe.
- I work in Vodafone – I travel round Europe and deal to customers' problems.

2. Fill the gaps with a word or phrase from the box.

- I'm going to \_\_\_\_\_ responsibility for the whole company next June.
- I'm \_\_\_\_\_ of recruiting new staff.
- She's a branch manager – she \_\_\_\_\_ the new office in Milan.
- One of his main \_\_\_\_\_ is strategic planning.
- It's a difficult job. I have to \_\_\_\_\_ a lot of problems.

runs  
in charge  
deal with  
responsibilities  
take over