



NEW BUSINESS ENGLISH 4

Unit 1 Lesson 3
Job Responsibilities



Review

Describe your current position.

Talk about your last job.

Requirements:

- *At least 2 complete sentences for each position's description.*



LEARNING GOALS

- ◆ Describing Job Responsibilities




Situational Dialogue

- ▶ Ms. Chen describes Kenzo's job duties as an account executive.

Jia Chen

Kenzo Hara





As the department head, I'm responsible for managing the team and coordinating the tasks. Feel free to ask me if you have any questions.

This is noted, Ms. Chen.



As an account executive, your job is to find out the client's needs and give solutions. You might also need to assist other team members.

I understand it clearly, Ms. Chen.



Key Vocabulary

Learn the new words and answer the questions.



responsible

(adj.) having an obligation to do something

e.g. The team leader is **responsible** for monitoring the team members.



coordinate

(v.) arrange or select things so that they work well together according to a common goal

e.g. The team members **coordinate** with each other to finish the task.



assist

(v.) give aid, assistance or support to someone in need

e.g. The staff is willing to **assist** the elderly client.

Dialogue Review

Have a role play and answer the questions.



Ms. Chen describes Kenzo's job duties as an account executive.

Ms. Chen : As the department head, I'm **responsible** for managing the team and **coordinating** the tasks. Please feel free to ask me if you have any questions.

Kenzo : This is noted, Ms. Chen.

Ms. Chen: As an account executive, your job is to find out the client's needs and give solutions. You might also need to **assist** other team members.

Kenzo: I understand it clearly, Ms. Chen.

Let's check the learning goals!



Ms. Chen describes Kenzo's job duties as an account executive.

Ms. Chen : As the department head, ***I'm responsible for managing the team and coordinating the tasks.*** Please feel free to ask me if you have any questions.

Kenzo : This is noted, Ms. Chen.

Ms. Chen: As an account executive, your job is to find out the client's needs and give solutions. You might also need to assist other team members.

Kenzo: I understand it clearly, Ms. Chen.



1. Describing Job Responsibilities

Learning Goals

Learn the key expressions and sentence structures.

∴ Describing Job Responsibilities

- I am responsible for ...
- I'm in charge of ...

Example sentences:

- I am responsible for managing the team.
- I am in charge of market research.
- I am in charge of collecting and updating data.

You can also use:

I deal with...

My job involves...

Most of my time is spent...

Can you describe your job responsibilities at work?

Learning Goals

Learn the key expressions and sentence structures.

.∴ Describing Job Responsibilities

- You're expected to ...
- Your job is to ...

Example sentences:

- You're expected to assist other team members.
- Your job is to find out the client's needs and give solutions.

You can also use:

Your job involves...

You're in charge of...

You might also need to...

Can you describe one of your co-workers' job responsibilities?

Semi-open Dialogue

Please read the situation below and have a role play with your teacher.

Scenario: Suppose you are about to meet a colleague from another department.

Describe your job responsibilities to each other.



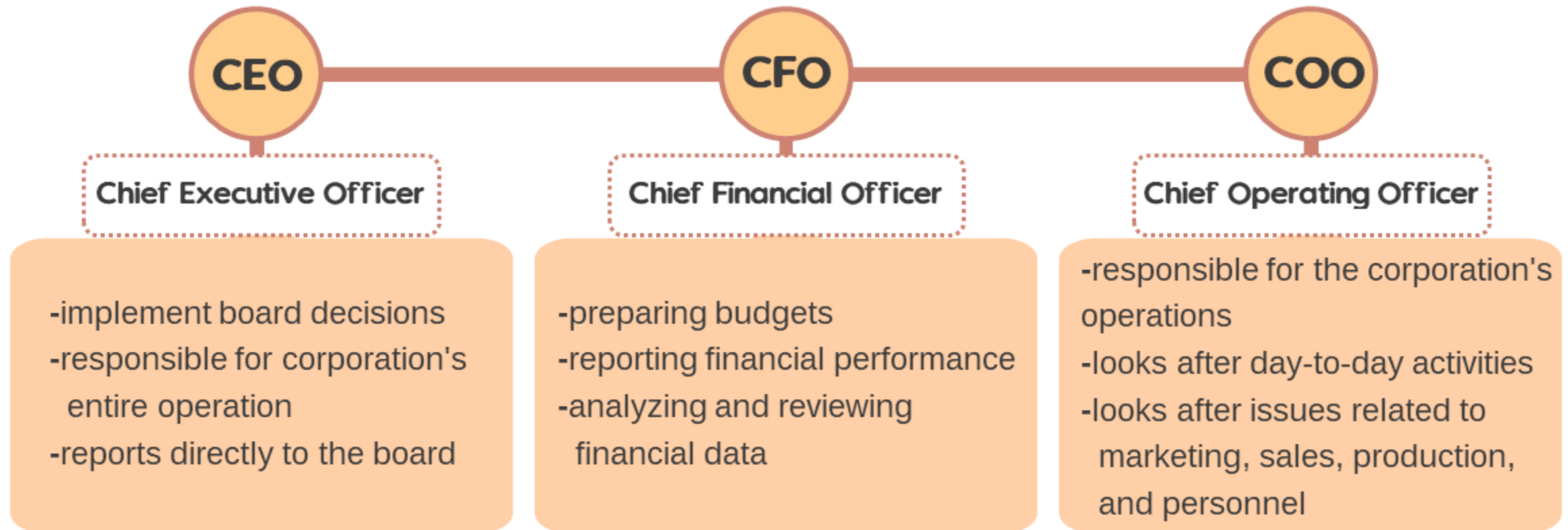
∴ You can refer to the following key expressions:

- I am responsible for ...
- I'm in charge of ...
- You're expected to ...
- Your job is to ...

Coffee Break

Learn about the most common C-suite titles and their responsibilities.

∴ Most Common C-Suite Titles



1. What other C-suite titles do you know?
2. What are their responsibilities?

Overview

Keywords and expressions:

responsible / coordinate / assist

I am responsible for...

I'm in charge of...

You're expected to...

Your job is to...

