**Presenting yourself in person**

* Let me introduce myself,
* My name is…
* I’m ….
* I’m studying at …..
* I have got a Diploma in or I’m specialised….
* I have got a Degree ….

**Talking about your work and responsibilities**

* I’m the head of the IT department. I look after the computers, and I’m also in charge of maintaining the software.
* I work in the Sales Department, and I enquiries from customers.
* I run the Singapore office.
* I’m responsible for all the East Asian branches.

**Work**

To work for a company: He works for Sony.

To work in a department: She works in the sales department.

To work as + job: I work as a financial consultant in London.

a) You look after:

• children

• equipment

• machinery

I look after all the software, and make sure it works properly.

b)You deal with:

• customers

• enquiries

• problems

Examples: As a receptionist, I deal with customers and enquiries.

Our customer service department will deal with any problems you have

c)To be responsible for, to be in charge of

Responsible for/In charge of+ noun to or + verb-ing

EX. He’s responsible for the sales conference.

He’s responsible for organising the sales conference.

I’m in charge of the book department.

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
* I am responsible for the internal newsletter
* One of my responsibilities is to organise conferences.
* She has overall responsibility for the East Asian branches.

**Notice these expressions:**

• **take (over) responsibility for** - Philip Knight is taking over responsibility for running the company.

• **give … responsibility for** - They’re giving Philip Knight responsibility for running the company.

• **take charge of** - Sue has retired, so now I’ve taken charge of the project.

• **put … in charge of** - Sue has retired, so now they’ve put me in charge of the Project

**Exercises**

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

a) I lead the sales department. I have overall ~~responsible~~ **responsibility** for sales and marketing.

b) He’s in charge ~~for~~ **of** the website and he’s also responsible ~~of~~ **for** the online archives.

c) She was chief of the Manchester office, but last year they ~~put~~ **give** her responsibility for Britain and Europe.

d) I work in Vodafone – I travel round Europe and deal ~~to~~ **with** customers’ problems.

2. Fill the gaps with a word or phrase from the brackets box ( runs ;take over ; deal with , in charge of responsibilities )

a) I’m going to take over responsibility for the whole company next June.

b) I’m in charge of responsibilities of recruiting new staff.

c) She’s a branch manager – she runs the new office in Milan.

d) One of his main responsibilities is strategic planning.

e) It’s a difficult job. I have to deal with a lot of problems.

**Présentation de votre parcours en entreprise :**

Faites une présentation en tenant compte des éléments suivants :

• Présentation de votre entreprise – (importance et ancienneté, nombre de salariés, produit ou service offert, chiffre d’affaire, place sur le marché, concurrence).

• Votre Fonction dans l’entreprise, description d’une journée ordinaire au travail. Mentionner comment vous avez été intégré, quelle place vous attachez à l’esprit d’équipe.

• Quelles sont les tâches que vous préférez exécuter, quelles sont celles qui ont moins votre faveur.

• Quels sont vos projets professionnels au sein de l’entreprise, ou dans un autre secteur ?

Exercice 2 :

Répondez aux questions suivantes.

1. Why did you pick up this job?

2. What were the most difficult and the easiest things to do the first day at work?

3. Are you satisfied with your work schedule?

4. How do you get along with your co-workers, your supervisor?

5. Are you in direct contact with the clientele? Do you like it?

6. Do you have to use a word processor or a data base during the course of your work?

7. Does your job require to telephone, send fax or use internet? Say why?

8. Do you feel that you are adequately paid? Say why?

9. Could you find two jobs that you would never wish to accomplish? Say why?

10. Which are the best qualities that an employee should possess?