

Who does what?

VOCABULARY

LEVEL
Lower-intermediate

NUMBER
EN_BE_2121V

LANGUAGE
English

lingoda

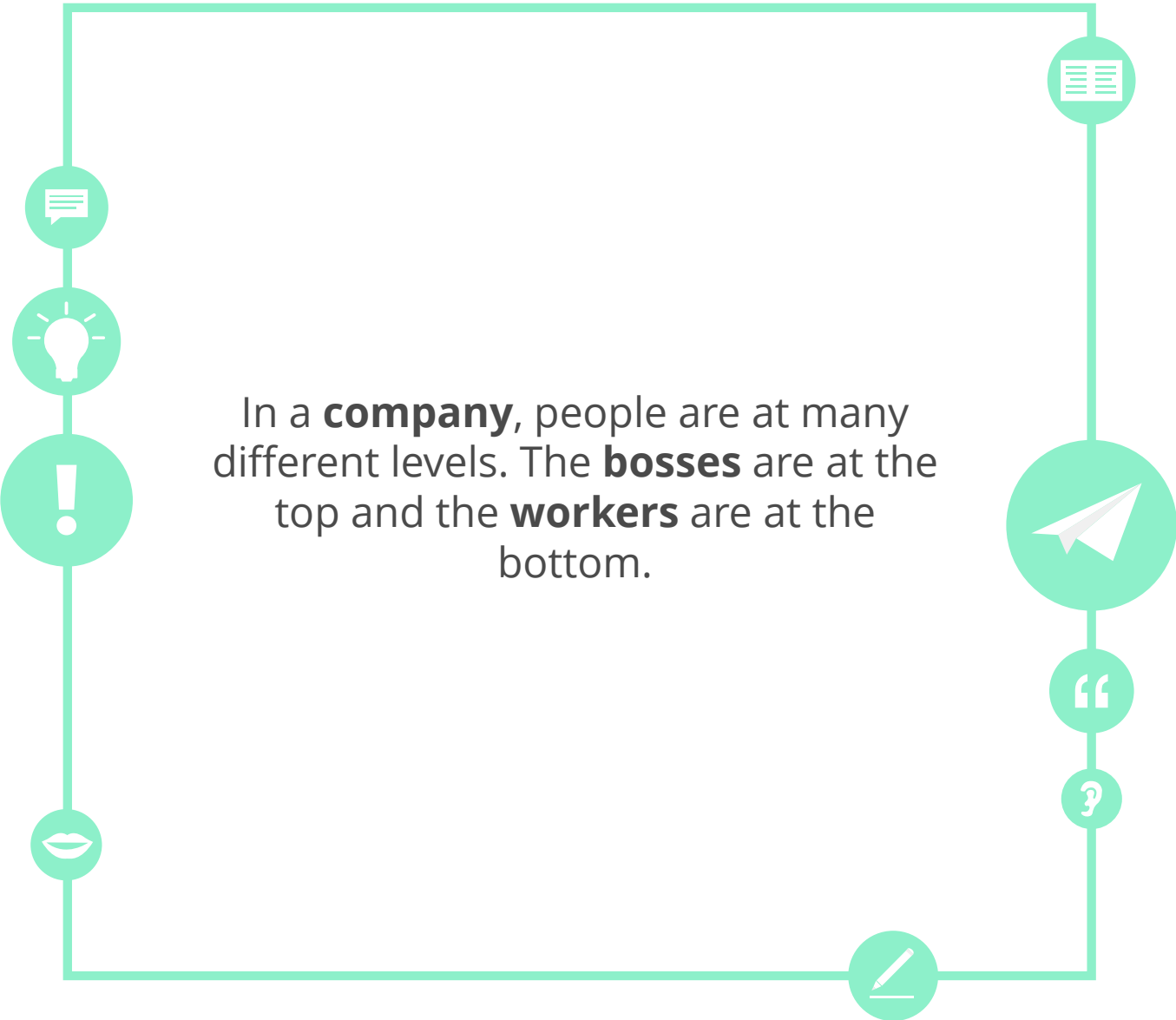




Goals

- Can identify and describe different roles within a company.
- Can engage in conversation about my team.





In a **company**, people are at many different levels. The **bosses** are at the top and the **workers** are at the bottom.



Preview and warm-up

In this lesson you will learn **vocabulary** to talk about **who does what in a company** and how to describe **your role** in your team.



I will talk to my **manager**, she can help me.

worker



A **worker** is someone who is employed by a company.

manager



A **manager** is someone who organises or leads a team.

boss



A **boss** is a person who is directly above you.

director



A **director** is someone who controls an area of a company.

officer

coordinator

An **officer** is a high-level manager in a large company.

A **coordinator** is someone who organises different people so they work well together.



Steve Jobs was the Chief Executive **Officer** (CEO) of Apple.



Our marketing **coordinator** organises all our promotion work.

to manage

in charge of

The director of a department is the person who **manages** it.

This person is also **in charge of** each member of this team.



He **manages** a large team of fifty people.



I am **in charge of** the two other people in my department.



Who does what?



The **workers** often spend long hours at the office.

It's easy to talk to my **boss** and share problems with her.



The **director** of HR is always stressed.

The Chief Commercial **Officer** goes to a lot of meetings in the US.





Who does what?



Our IT **coordinator** repairs our computer systems.

As a team leader, I am **in charge of** other people in my department.



He is good at **managing** people; he is always patient with them.

Her **manager** is a very important person at the company.





True or false?

	TRUE	FALSE
1. A worker is someone who manages a company.	<input type="checkbox"/>	<input type="checkbox"/>
2. A boss is someone who gives orders.	<input type="checkbox"/>	<input type="checkbox"/>
3. A director is above the level of a manager.	<input type="checkbox"/>	<input type="checkbox"/>
4. A coordinator is responsible for a company.	<input type="checkbox"/>	<input type="checkbox"/>
5. An officer never controls anyone.	<input type="checkbox"/>	<input type="checkbox"/>
6. A boss is in charge of another person or team.	<input type="checkbox"/>	<input type="checkbox"/>



Complete the sentences

Complete the following sentences using the vocabulary learnt.

1. The _____ are the base of a company.
2. I asked my _____ for the day off next week.
3. The Chief Legal Officer is _____ the legal department.
4. A _____ of a department leads that area of a company.
5. Your _____ is the person above you in the company.



Discuss the following questions

Who manages your team?

Who is above you in your company?

Who is above them in your company?

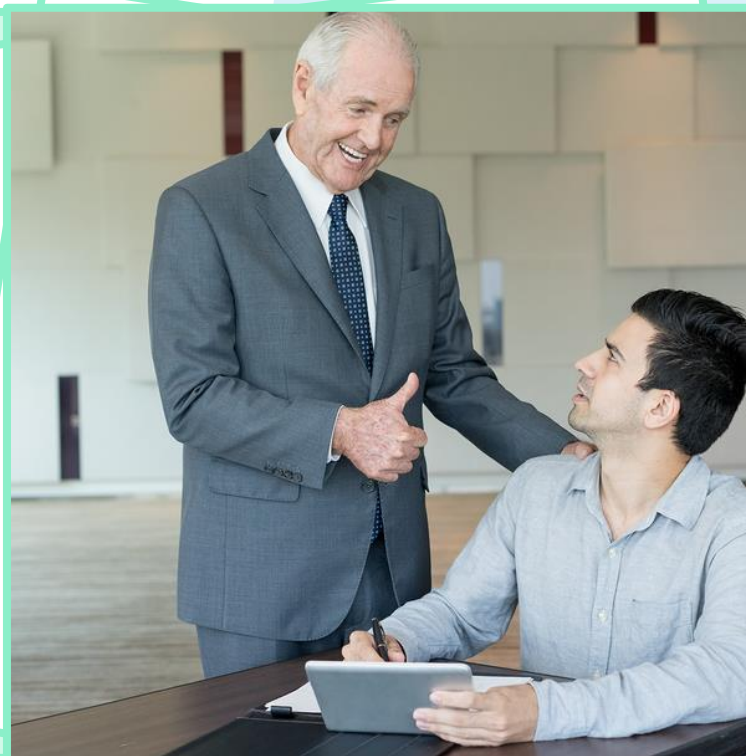
Who is in charge of your company?



What is happening in this photo?

Look at these **two men** in the photo:

- Who is the man on the **left**?
- Who is the man **sitting down**?
- Why is the man on the **left** making a **thumbs up**?



senior people

junior people

Senior people in large companies are higher up in the company's structure than **junior people**.



Senior people usually have lots of experience.



Junior people do not manage others.

to report to someone

The person you **report to** at work is the person who gives you instructions and who you give your work to.



He **reports to** the manager
and the manager **reports to** the boss.

responsible for

If you are **responsible for** something then you are in charge of taking care of somebody or something.



In her job she is **responsible for** three other workers.



Who is who?



The **junior people** at a company have worked there for a short time.

The **senior people** are usually **in charge** of other people at a company.



Workers in a department **report to** their manager.

The **director** is **responsible for** the success of the company.





Choose the right option

1. _____ in a company are people with the higher positions.

- a. workers b. senior people c. bosses d. junior people

2. In my department's structure, I _____ my line manager.

- a. talk to b. manage c. write to d. report to

3. People with less experience in a company are called _____.

- a. senior people b. directors c. junior people d. coordinators

4. A CEO is _____ the company's results.

- a. in charge of b. manager c. responsible for d. boss



Match the phrases

1. The **junior people** are...

a. the most senior in a department.

2. A **director** is...

b. more experienced.

3. A **boss** is...

c. lower down in a company.

4. The **senior people** are...

d. someone directly above you.



Dialogue



Michael, who do you _____ at work?

Is she one of the _____ at your company?

And, you, Silvia? Do you have a lot of responsibility at work?

To the marketing director, she is always happy to help.

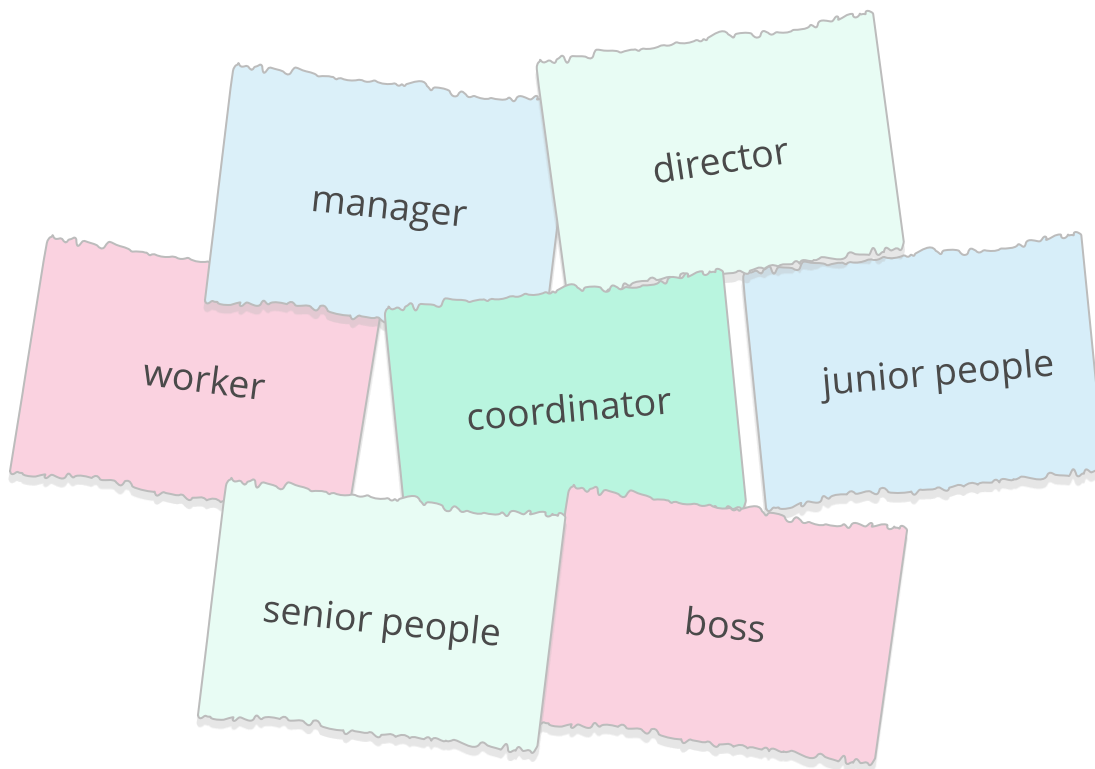
Oh, yes. She is a very important person at the company.

No, I'm still one of the _____ in the company.



Your team

Use the words below to discuss different roles in your team.





What do you think about each role?

Discuss the following statements about different roles at work.



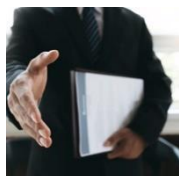
1

Workers usually have a lot of work to do.



2

Managers are not very friendly.



3

Directors are easy to talk to.



Who does what in my team?

I work in the marketing department at a food delivery company in the UK. There are five of us in my team, we are all **juniors**. I am **in charge of** social media and I **report to** my **boss**, who is the Online Marketing **Manager**. My **manager**, Sarah, **is responsible for** promoting our company on the internet. Her boss is the Marketing **Director**, Steven. He is one of the **senior people** in our company and is very strict. He often tells my **manager** to work harder. His job is stressful as he **manages** a large team of people. We all have very different personalities!





Retell the text about the team in your own words

in charge of
responsible
for
manager
department
senior
to manage
boss
director
to report
to
junior



Big questions

**Is being a manager
a difficult job?**



**Is being a boss a
nice job?**



Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again



Answer key

Activity 1, p13:

1. F

2. T

3. T

4. F

5. F

6. T

Activity 2, p14:

1. Workers

2. Manager

3. In charge of

4. Director

5. Boss

Activity 3, p21:

1. B

2. D

3. C

4. C



Answer key

Activity 5, p23:
1. Report to
2. Senior people
3. Junior people

Activity 4, p22:
1. C
2. A
3. D
4. B





Unscramble

Using the words below, write a list showing which role is highest in a company, beginning with the lowest.





Homework writing

Using the vocabulary learned in this lesson, write 150 words about the different roles at your place of work.

manages

junior people

director

manager

coordinator

senior people



I manage a team of junior people at
work...





Homework answer key

1. Worker
2. Junior people
3. Coordinator
4. Senior people
5. Manager
6. Officer
7. Director



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