Lingoda

COMMUNICATION

Describing my current role

LEVEL	NUMBER	LANGUAGE
Intermediate (B1)	EN_B1_1031X	English

Learning outcomes

- I can describe what I do for a living and briefly describe what the company does.

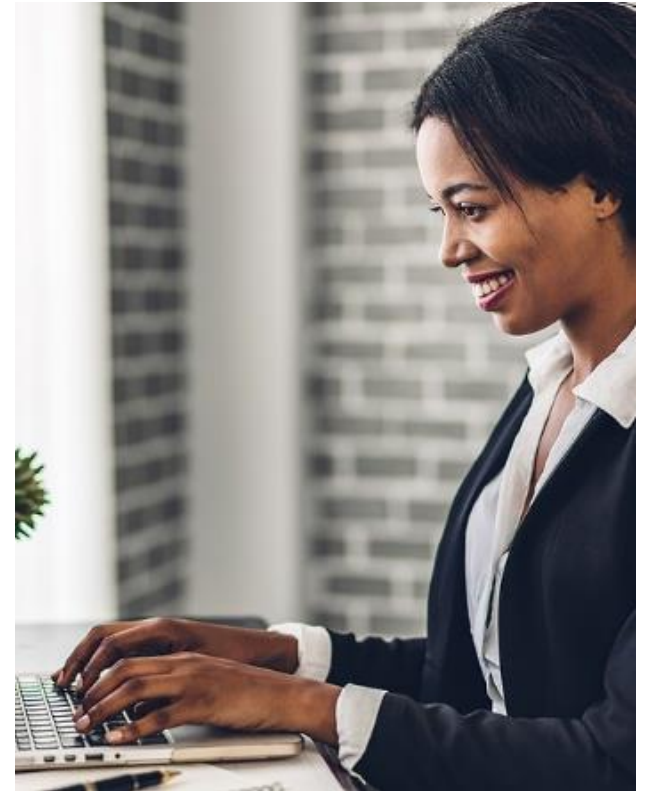- I can outline the various responsibilities of my role.

Warm-up

1. **Read** the questions below to prepare for the text on slides 4 and 5.
2. **Discuss** in breakout rooms or together as a class.

What is networking?

Do you think it's important to network? Why or why not?

At a networking event

Josie and Stephanie meet at a networking event and start talking.

1. **Read** a part of their conversation. 2. **Answer** the questions below.

> **Josie:** So, what do you do, Stephanie?
>
> **Stephanie:** I've just started working for a start-up as a social media manager. My job mainly involves creating videos and responding to comments.
>
> **Josie:** Cool! It must be fun to work at a start-up!
>
> **Stephanie:** Yeah, it is. The company was set up two years ago, so it's still young! It's based in San Diego. What about you? What do you do?
>
> **Josie:** I'm in IT. I'm currently working at a leading American cyber security firm as a security software developer. I've been with them for 2 years now.

1. What are Josie and Stephanie talking about?
2. Where is Stephanie's company based?
3. Where does Josie work?

At a networking event

1. **Continue reading** Josie and Stephanie's conversation. 2. **Answer** the questions below.

Stephanie: Oh, wow. What does that involve, exactly?

Josie: We provide services to government agencies. When we create new software, for example, my job is to analyse it and identify security issues at each stage of the design process.

Stephanie: Sounds complicated...

Josie: Not really. My responsibilities include performing tests to see how we can improve the software and make sure it's safe, and training new employees. I'm actually thinking of going freelance next year. I want to be my own boss and in charge of my own schedule!

4. Why does Josie want to go freelance?

5. Would you like to go freelance? Why or why not?

I'm **currently** working for a security firm.

I'm **actually** thinking of going freelance, next year.

_____ = at the moment.

_____ means *in fact* or *in reality*.

What do you do?

What do you do for a living?

What company do you work for?

What does this question mean?

How would you answer this question?

What company would you like to work for?

Describing what you do

1. **Read** these sentences from Josie and Stephanie's conversation.
2. **Answer** the questions in the left box and then
3. **Complete** the rules with the correct prepositions.

I've just started working for a start-up as a social media manager.

I'm in IT. I'm currently working at a leading American cyber security firm.

In **which sentence** does the person mention...

- ...their **title** and their **new company**?

- ...their current **company** and **industry**?

- to work + _____ / _____ + (**company**)

- to work + _____ + (**job title**)

- to be + _____ + (**department / industry**)

Can you form a similar sentence to describe what you do?

Describing tasks

1. Read this excerpt from Josie and Stephanie's conversation. 2. **Answer** the questions in the blue box.

Josie

> **I analyse the software to identify issues during the design process.**

Stephanie

> **I handle the social media accounts. I respond to around fifty comments a day.**

- What verbs are used to describe tasks and responsibilities?

- Can you describe some of your own tasks at work using these verbs?

Describing responsibilities

1. **Read** this excerpt from Josie and Stephanie's conversation. 2. **Fill in the gaps** in the blue box.

> **My responsibilities include performing tests to see how we can improve the software.**

> **My job mainly involves creating videos and responding to comments.**

- My job **involves** + verb (_____)

- My responsibilities **include** + verb (_____)

- We can use the **adverb** _____ to describe the most important part of the job, or the task that you do the most often.

How long have you been...?

We use the present perfect to say how long we've been at a company or in our current role. Read the example sentences and complete the blue boxes.

I've been with them for 2 years now.

I've been at my current company since 2019.

I've been a social media manager at this company for almost five years.

- Practise saying **how long you have been in your current role:**

- I've been **at/with** _____ **for/since**_____.

- I've been **a** _____ **for/since** _____.

- to have been _____/_____ (**company**)

- _____ (**date**)

- _____ (**duration of time**)

Practise using *since* and *for*

Complete these sentences with *since* or *for*.

1 I've been at my current company _____ 2001.

2 I've been a digital marketer _____ 3 years.

3 _____ 2020, I've been a freelancer.

4 I've been a freelancer _____ 10 years.

5 I've been with this company _____ 2002.

Talk about your company and your role

Now it's time to talk about your company and **your main tasks and responsibilities**.
Use the questions below to help you shape your answer.
Share your answer with the rest of the class.

1 Where do you currently work?

2 How long have you been working there?

3 Where is the company based and how many employees are there?

4 What are your tasks and responsibilities?

5 What do you mainly do?

Discuss

1. **Read** the statement below.
2. **Answer** the questions in the red boxes.
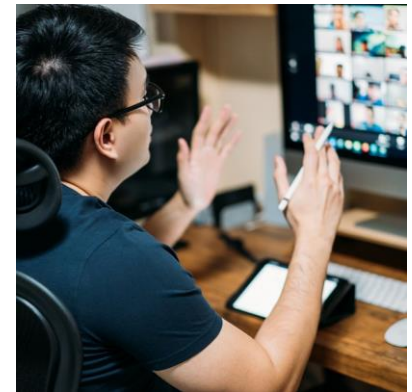3. **Discuss** your answers with your classmates.

"

If you love what you do, you'll never work a day in your life!

Do you agree or disagree with the statement above?

What do you love most about what you do?

Did you always want to work in your current job?

Would you like to be your own boss?

Why or why not?

Let's reflect!

- Can you describe what you do for a living and give a brief description of what the company does?

- Can you outline the various responsibilities of your role?

Your teacher will now make one suggestion for improvement for each student.

End of the lesson

Idiom

Let's get the ball rolling!

Meaning: to do something that starts an activity

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Additional practice

Multiple choice

1 I'm _____ working for a big multinational company – I started last month.

   a. **currently**   b. **enjoy**   c. **trying to**   d. **going**

2 I think I'll go for the pizza, _____. I don't really feel like pasta even though it sounds quite nice.

   a. **just**   b. **actually**   c. **currently**   d. **really**

3 She studied archaeology but she's _____ thinking of changing career paths and becoming a lawyer.

   a. **just**   b. **actually**   c. **really**   d. **currently**

Match the phrases to the definition

Review these words and phrases from the text.

1	**to be self-employed**		**a**	to work for yourself. For example, you are a freelancer or have your own business.
2	**to be a freelancer**		**b**	to have your own business or company – to be the boss
3	**to go freelance**		**c**	to make money by working for different companies instead of having one employer
4	**to run your own business**		**d**	a particular industry or area of work
5	**a field**		**e**	to become a freelancer

What does your company do?

Identify the verbs that we can use to explain what a company does.

1 We provide many services to our clients. These include handling our clients' payroll and taxes.

2 They sell new and second-hand books as well as providing a platform for readers to exchange books.

3 The company offers a range of top-quality products for professional golfers.

4 She is setting up a company to provide free meals for the homeless.

Discuss

> " It's more difficult to be an employer than an employee – you have a lot more to worry about.

Do you agree with this statement? Why or why not?

What kind of things do you have to worry about when you run your own business?

Would you like to be your own boss?

Describe your current role

Choose questions to ask and answer with your classmates.

What do you do (for a living)?	What did you study?	What company do you work for?	Have you always worked in…?	What does your company do?
How long have you been with…?	How long have you been a…?	What did you do before your current job?	When was your company set up?	How many employees are there?
Has the company been around for a while?	What does your company do?	What are your main roles and responsibilities?	Do you like your job?	Did you always want to be a…?

Have you ever…

Ask your classmates questions to find out if anyone has done the following things:

…thought about setting up your own company?

…met someone who is very well-known in your field?

…worked abroad?

…had two jobs at the same time?

Answer key

P.4: 1. Josie and Stephanie are talking about their jobs 2. Stephanie's company is based in San Diego. 3. Josie works in IT, for a cyber security firm.

P.5: 4. Josie wants to be her own boss and be in charge of her own schedule.

P.6: 1. currently 2. actually

P.8: Blue box (left hand side): the first sentence describes the title and new company; the second sentence describes the current company and industry.

Blue box (right hand side): to work for/at a company; to work as (job title); to be in (department/industry)

P.9: analyse; identify; handle; respond

P.10: 1. ing 2. ing 3. mainly

P.11: Blue box (right hand side): with/at (company) since (date) for (duration of time)

P.12: 1. since 2. for 3. since 4. for 5. since

Additional practice:

P. 19: 1. (a) 2. (b) 3. (b)

P.20: 1. (a) 2. (c) 3. (e) 4. (b) 5. (d)

Summary

currently and **actually**
- *actually* can be used to express a new or surprising piece of information (similar to in fact)
- *currently* = at the moment.

Saying where you work
- to **work** for/at (company)
- to **work** as (job title)
- to **work**/to **be** in (department/industry)

Describing a company
- It was **set up** in (year/date) by...
- It's **based in**...
- **There are** X employees.

Describing main tasks and responsibilities
- My job involves + verb (ing); my responsibilities include + verb (ing)
- Other verbs: to identify, analyse, handle, deal with

Vocabulary

What do you do (for a living)?

to deal with

My background is in...

actually

currently

to set up (a company)

based in

to involve + ing

to include + ing

to provide

to offer

mainly

to perform

to be in charge of

I want to be my own boss

to go freelance

to be a freelancer

to be self-employed

Notes