




Introductions and Talking About Job Positions and Responsibilities

▶ Getting Ready



- 1 Here are three employees introducing their positions and responsibilities in the company. First, fill in the blanks using the words in the box. Then, listen to the MP3 to check your answers.

Positions	• HR	• sales	• IT
Responsibilities	• software	• staff training	• products

Employee	Position	Responsibility
 Henry Walker	1 _____ representative	<ul style="list-style-type: none"> develop new customers addressing any concerns they have about our 2 _____
 Emily Liu	3 _____ officer	<ul style="list-style-type: none"> maintain employee records and assist with the hiring process organize 4 _____ and meetings
 David Carter	5 _____ support specialist	<ul style="list-style-type: none"> fix computer issues and help with login problems set up new computers and install 6 _____

- 2 Practice the conversation with your partner. Replace the colored words or phrases with those of the same color in the right column or any suitable alternatives.

<p>A Hi, I'm [Name 1]. Nice to meet you.</p> <p>B Hello, my name is [Name 2]. Pleasure to meet you too.</p> <p>A So, [Name 2], what do you do here?</p> <p>B I'm a sales representative. My main responsibility is to develop new customers.</p>	<ul style="list-style-type: none"> HR officer maintain employee records and assist with the hiring process
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- 3 Discuss the following questions with your partner.

1. What kind of role or work would you like to have in the future?
2. Can you think of more words relating to job positions and responsibilities?

Time to Listen

You will hear a conversation between two colleagues, Betty and Marcus. Betty is going to work with Marcus's team for the product launch campaign. Before you listen, finish the tasks below.

A Focus on Vocabulary



The following words and phrases will appear in the conversation. Listen to them first, then complete the sentences using the appropriate words or phrases. Change the forms if necessary.

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|--|--|
| <p>1. detect [dɪˈtɛkt] (v.) 察覺到</p> <p>2. turn down <i>sth./sb.</i>
turn <i>sth./sb.</i> down (v.) 拒絕 (某人/某事)</p> <p>3. project coordinator
[ˈprɒdʒekt koˈɔːdɪn,etə] (n.) 專案專員</p> <p>4. product launch campaign
[ˈprɒdʌkt lɒntʃ kæmˈpeɪn]
(n.) 產品上市行銷活動</p> <p>5. oversee [ˌovəˈsi] (v.) 監督</p> | <p>6. stay aligned with 符合……的方向
[əˈlaɪnd]</p> <p>7. a handful of 一些
[ˈhændfʊl]</p> <p>8. freelancer [ˈfriːlænsə] (n.) 自由職業者</p> <p>9. collaborate [kəˈlæbəˌreɪt] (v.) 合作</p> <p>10. more often than not 通常</p> <p>11. virtually [ˈvɜːtʃʊəli] (adv.) (用電腦) 虛擬地</p> <p>12. reliable [rɪˈlaɪəbəl] (adj.) 可靠的</p> |
|--|--|

- After careful thought, Paul decided to _____ the job offer because the working hours were too long.
- The company is planning a(n) _____ that will showcase the unique features of its new smartwatch.
- Eric is a(n) _____. He works from home and takes cases from small businesses.
- I _____ a hint of disagreement between the project manager and the team leader during the discussion.
- Our team will _____ with the marketing department on this project.
- The supervisors will be busy next week because they will be _____ the training sessions for the new employees.
- _____, project timelines need to be adjusted a few times along the way.
- We should always _____ our client's expectations. We don't want to risk losing their trust.
- Every Monday, our team meets _____ on Google Meet to discuss the weekly tasks.
- As the _____, I need to ensure the project stays on schedule whenever possible.
- You can count on Julia. She's one of the most _____ colleagues I've ever worked with.
- We need _____ volunteers to help with the company event; I think four would be ideal.



Now, listen to see if your answers were correct.

B Listen Up Practice

4

Listen to the conversation and answer the question.

_____ Who will be in charge of the new product launch campaign?



Teddy.



Hannah.



Ryan.

C Conversation

5

Listen to the conversation again, and fill in the blanks.

M Marcus

B Betty

★ Grammar in focus: **It is . . . that . . .**

- M Good morning! You must be Betty Granger from the marketing department. I'm Marcus Wang, ① _____ of the creative team. Welcome aboard!
- B Morning, Marcus! Yes, that's me.
- M Wait—I thought I **detected** a British accent.
- B Yes, I ② _____ from Scotland one year ago.
- M I'm from Taiwan, so we're both a long way from home. What brought you to the US?
- B I was offered a promotion and I just couldn't ③ _____. It's been a big change, but so far so good.
- M Glad to hear that! So, what's your role in marketing, exactly?
- B I'm the **project coordinator**. I handle timelines and budgets, and make sure everything runs smoothly ④ _____. That's why I'm working with you on this **product launch campaign**.
- M Sounds like a key role. I **oversee** the creative team's work and make sure we **stay aligned with** the project goals. And you'll actually be ⑤ _____ Hannah, our creative designer. She'll be leading the campaign.
- B I've seen her name on **a handful of** project reports. So, is she doing the graphic design for this campaign?
- M No, Hannah's in charge of the overall creative direction.
- B OK. I think I've also seen the name of another designer from your team . . . was it Brian?

M It's **Ryan** **that** you mean, not Brian! Ryan is a **freelancer** who often **collaborates** with us. You might not meet him immediately, as **more often than not** he **6** _____ **virtually**.

B Got it. Anyone else I should know?

M There's also Teddy, our assistant. He helps organize meetings, manage project files, and keep everything on schedule. He's **7** _____.

B Sounds like a great team. Thanks for the info!

M No problem. How about we **8** _____ and talk more about the campaign?

B Absolutely.



Answer the questions based on the conversation.

1. What do Marcus and Betty have in common?
 - (A) Both of them have joined the company recently.
 - (B) Neither of them comes from the United States.
 - (C) Both of them will work as graphic designers.
 - (D) Neither of them has worked on any product launch campaigns.
2. Betty says she joined the company because she couldn't say no to a _____.
3. Mark the following statements **T** (true) or **F** (false).
 - [] **1** Marcus is a supervisor of the creative team.
 - [] **2** Betty got one of the designers' names wrong.
 - [] **3** It won't be possible for Betty to meet Ryan face-to-face.
 - [] **4** Marcus says good things about Teddy.

D Summarizing



Tell your partner what the conversation is about. Use the following frame to help you. Then, listen to the MP3 for a sample answer.

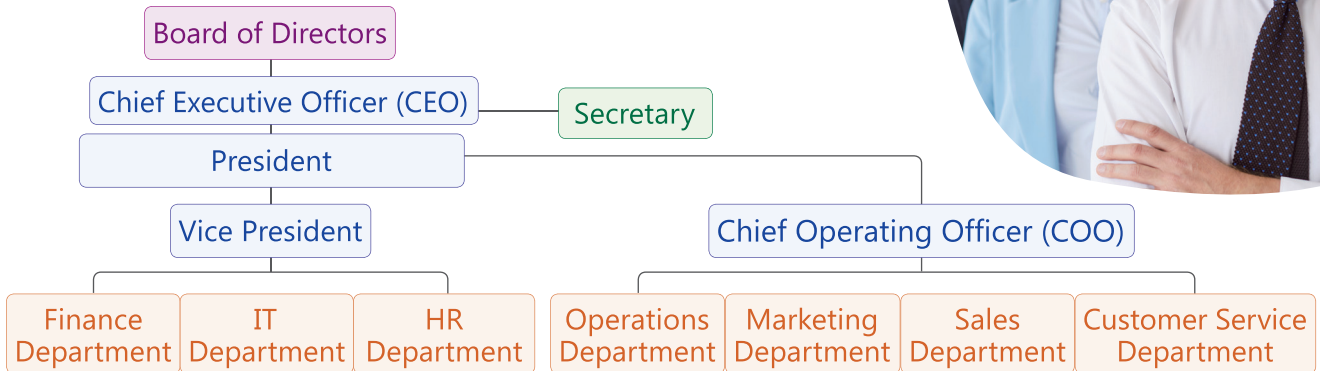
Betty and Marcus are going to collaborate on the new product launch campaign.
 We find out that Betty _____
 _____, and that Marcus _____
 _____. The two colleagues are going to work with Hannah, Ryan, and
 Teddy. Hannah _____. Ryan _____
 _____. Finally, Teddy _____.

▶ Language Corner

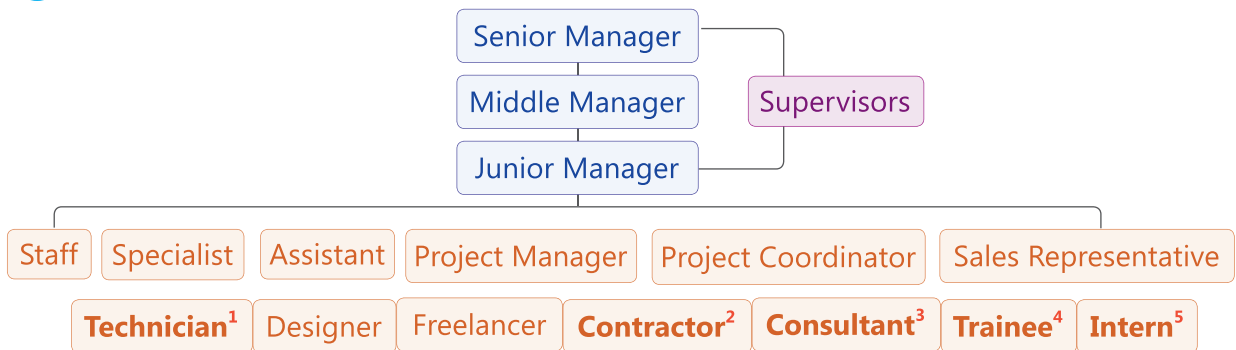
A Topic Vocabulary



1 An Example of a Company's Organization Structure



2 Positions Within a Department & Other Company Positions



1. **technician** [tek`nɪʃən] (n.) 技師
2. **contractor** [ˈkɒntræktə] (n.) 約聘人員
3. **consultant** [kən`sʌltənt] (n.) 顧問

4. **trainee** [tre`ni] (n.) 受訓人員 (通常為正式員工)
5. **intern** [ˈɪntɜ:n] (n.) 實習生 (通常是學生或剛畢業者)

B Essential Expressions



Meeting Colleagues for the First Time



1 A You must be Lauren.

B And you must be Craig. Great to meet you at last. Welcome aboard!

2 A Hi, is it Bradley? I'm Steph.

B Good to meet you, Steph. I'm looking forward to working with you.

3 A Hello, I'm Jessica, the new **trainee**. Are you Ollie?

B That's me. We're going to be working together on the Cowley project, right?

4 A Hi, I'm Liz. I just started on your team.

B Welcome to the team, Liz. I've heard great things about you.

5 A Let me introduce Benjamin, the new **intern**.

B Hi, Benjamin. I hope you're settling in OK. If you need any help with anything, just let me know.