



“I report to her.”

SCENE: Yoshi Tokoro, an accountant, just joined PharmaConn-Tokyo, a pharmaceuticals company. Tadashi Sato, HR Trainer, is explaining the company's organizational structure.

Tadashi: Good morning! *I'm Tadashi.* Welcome to PharmaConn.

Yoshi: Good to meet you, Tadashi! *(shake hands)* **Please call me Yoshi.**

(conversation continued with a short small talk, then on with the agenda)

Tadashi: Let's now move over to the HR Division...our division.

Yoshi: **All right.**

Tadashi: To begin with, this is Mr. Tanaka. **He is our big boss in HR. He is in charge of** both HR Personnel and the HR Training Department.

Yoshi: **I see.**

Tadashi: This is one of my bosses, Ms. Ota. **She is the Training Manager. She decides on the training programs that we run in the company. I report to** her.



Yoshi: *Oh, okay.*

Tadashi: Over here is the Personnel Manager, Mr. Asada. ***He is responsible for*** payroll, hiring, and firing in the company. ***You will be reporting to*** him.

Yoshi: I see. What about him? What does he do?

Tadashi: Oh, him...***he is our gofer***, Kimori Kobayashi. ***He's the all-around office guy***. He is very friendly. You'll often see him around, running errands. Do you have any other questions?

Yoshi: Nope. So far, so good.



PRACTICE 1: Practice giving **introductions** using each of the phrases below. In **less formal** situations, you may introduce yourself using your first name or even a nickname. But in **more formal** situations, you should be prepared to say your **job title** or **position** in the company.

USEFUL PHRASES:

Hello! I'm...

Hi! My name is...

Please call me...

Hello, I'm [name], the [job title/position] for [company].

Additional Phrases – Responding to introductions:

Nice/Good/Pleasure to meet you...

It's nice/good/a pleasure to finally meet you...

Additional Phrases – Asking about names:

Would you mind if/Can I call you...?

What should I call you?



PRACTICE 2: Use the phrase patterns to say the **company positions** or **job titles** of the people listed below.

USEFUL PHRASES:

He/She is a/an/the + [job title or job position]

He/She is responsible for/in charge of + [(group) / (task)]...

DRILLS:

Jason Lau, CEO

Noel Arkwright, Accounting Manager

John de Beers, Sales Director

Heather Davis, Accounting Supervisor

Shunsuke Masuda, Sales Manager

Chung Mang Beng, CIO

Alfredo Vasco, Web Administrator

Irina Lendowska, Auditor



PRACTICE 3: Now explain **in more detail**. Explain the jobs of each person from Practice 2 by completing the sentences below:

Jason Lau, CEO

Noel Arkwright, Accounting Manager

John de Beers, Sales Director

Heather Davis, Accounting Supervisor

Shunsuke Masuda, Sales Manager

Chung Mang Beng, CIO (Chief Information Officer)

Alfredo Vasco, Web Administrator

Irina Lendowska, Auditor



USEFUL PHRASES:

He/She reports to...

He/she + [(verb)s]...

DRILLS:

This is Jason Lau. He is the CEO. He calls the shots in the company.

His name is _____. He is in charge of Accounting.

_____. He is responsible for Sales.

Her name is _____. She reports to Mr. Arkwright.

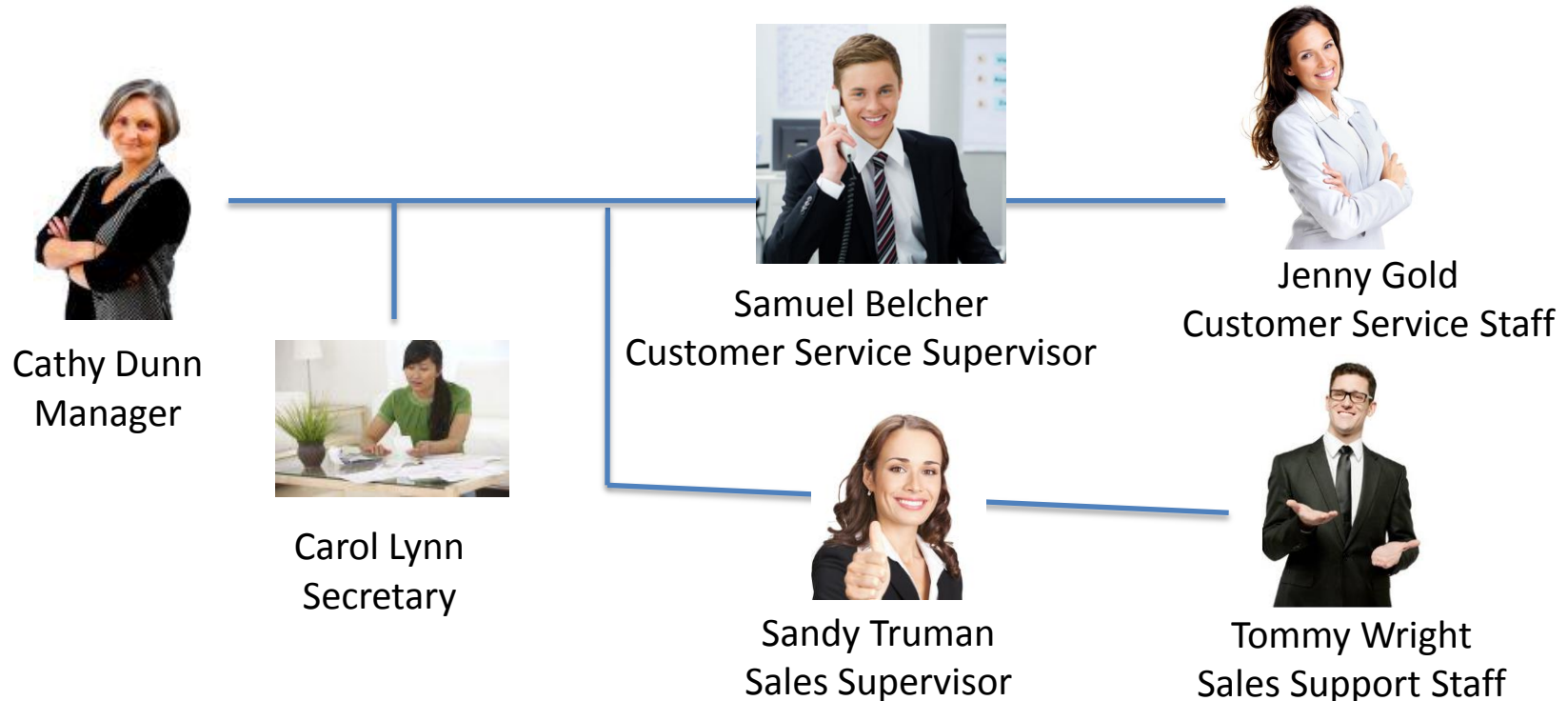
This is the Sales Manager, Shunsuke Masuda. He _____.

_____ Chung Mang Beng. _____.

_____ Web Administrator, _____. He oversees the company website.

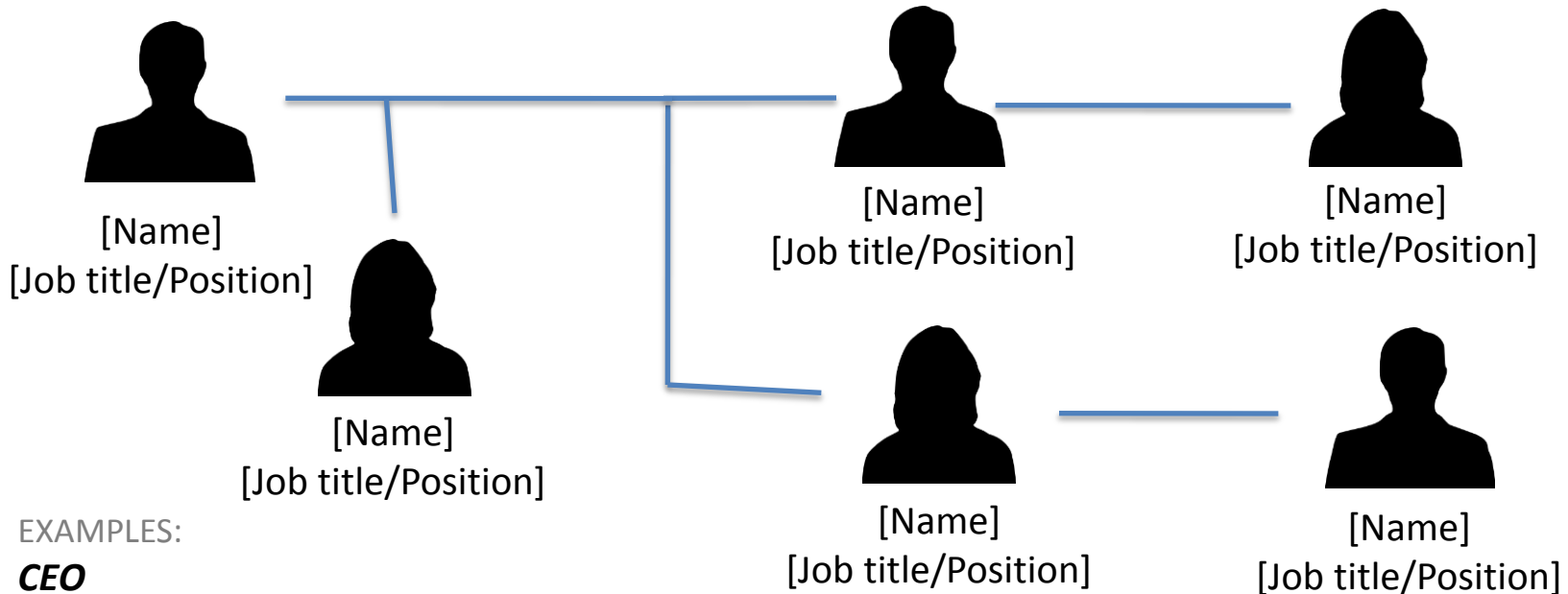
_____ Irina Lendowska, _____. _____.

Task 1: Tell your instructor about the company below. Say each person's name and job title/position. If possible, explain what they do **in detail**.



 **Remember!** When explaining someone's job title formally, you should say, "He/she is in charge of [task]" or "He/she is responsible for [task]." He/she is our [task/informal task name] is less formal.

Task 2: Tell your instructor about your company. Say each person's name and job title/position. Explain what they do. Finally, what is your position in the company?



EXAMPLES:

CEO

Accounting Manager

Sales Director

Accounting Supervisor

Sales Manager

CIO (Chief Information Officer)

Web Administrator

Auditor



What is your position? Who do you **report to**?
What are you **in charge of**?



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