Module 1.1: You & Your Job

📝 *Worksheet 1*

What can you say to show interest in the other person? Put the words in the correct order. Remember to capitalize the first word and add punctuation. The first one is done as an example.

1. what exactly you do so do

So, what exactly do you do?

2. role team what's in your the

3. get how engineering you did into

4. exactly have that how been long doing you

5. in where US from exactly you the are

6. how do you if you clients ask have mind many I

7. business going how's

It's important to know how to talk about your job clearly and briefly. Choose the correct word to complete the sentence.

1. I'm part **in / of** the R&D team.

2. I'm basically in charge **of / to** supervising the production line.

3. I work **at / in** the purchasing department.

4. I've been working here ever **since / when** I started my career. Almost 15 years now!

5. Before, I worked **in / at** Viallio Technologies.

6. I'm originally from Cherbourg, but I moved **to / in** Paris when I was 28. I prefer living **in / at** Paris—there's a lot more to do!

7. I got **into / onto** software development because I just thought it was an interesting sector, and there were lots of opportunities in the region.

How can you respond if your colleague is asking you questions? Write one sentence to introduce yourself, then write short responses to questions about you.

Your 1-sentence introduction:

"Yes, I saw your name on the list of participants for the training session tomorrow. Sorry, what do you do exactly?"

"And which department do you work in?"

"Sounds interesting. How did you get into that?"

"How long have you been doing that?

"And how's the work going?"

"I see. And are you from this area originally or did you move here for work?"

Module 1.1: You & Your Job

✓ Correction Worksheet 1
Showing interest in the other person

1. So, what do you exactly?
2. What's your role in the team?
3. How did you get into engineering?
4. How long have you been doing that?
5. Where are you from in the US exactly?
6. Do you mind if I ask how many clients you have?
7. How's business going?

✓ Correction Worksheet 2
Talking about your job clearly and briefly

1. I'm part **of** the R&D team.

2. I'm basically in charge **of** supervising the production line.

3. I work **in** the purchasing department.

4. I've been working here ever **since** I started my career. Almost 15 years now!

5. Before, I worked **at** Viallio Technologies.

6. I'm originally from Cherbourg, but I moved **to** Paris when I was 28. I prefer living **in** Paris—there's a lot more to do!

7. I got **into** software development because I just thought it was an interesting sector, and there were lots of opportunities in the region.

Your 1-sentence introduction: **Hi, I'm Emannuelle. I take care of recruiting and managing our company's top talent.**

"Yes, I saw your name on the list of participants for the training session tomorrow. Sorry, what do you do exactly?"
I make sure that we hire the best people in their fields, basically. Then, I help make sure that they're happy so we retain them.

"And which department do you work in?"
I'm in the recruitment department, which is part of human resources.

"Sounds interesting. How did you get into that?"
By chance really. I actually did a degree in client relations, but as I moved up in the company, I moved more into the role of recruitment and human resources. And now, that's what I do.

"How long have you been doing that?"
Talent management? Not very long, only about 2 years. It's kind of a new position in the company.

"And how's the work going?"
It's good. It's interesting because you work with people who are really good at their jobs, and they're often ambitious, so they're motivated. It's nice.

"I see. And are you from this area originally or did you move here for work?"
Both, I guess. I'm from Ribeauvillé, which is a little village not too far from here, but I moved to Strasbourg just to avoid a long commute every morning. But I'm from the Alsace region. Lived here all my life*!

* "Lived here all my life" is short for "I've lived here all my life." In spoken English, you'll sometimes hear people eliminate the subject (I, you, etc.) and even the auxiliary (I've, Did, etc.). "Have you seen Patrick lately?" may become "Seen Patrick lately?", for example.