

**DESCRIBING JOB DUTIES AND
RESPONSIBILITIES – DAILY ROUTINES,
KEY VERBS AND
SENTENCE STRUCTURES, TALKING
ABOUT YOUR TASKS**

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JOB DUTIES

What are job duties?

- Job duties = the work you do every day.
- Example: "I answer emails."

Why describe job duties?

- To tell others about your work.
- To write resumes and job applications.



TALKING ABOUT YOUR TASKS

- I check emails at 8 a.m.
- I prepare the daily report.
- I attend a team meeting at 10.
- I complete my tasks by 5 p.m.

TALKING ABOUT YOUR TASKS

Simple sentence structure: Subject + Verb + Object

- Example: “I answer emails.”

Adding frequency words (always, sometimes, usually)

- Example: “I usually answer emails.”
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Using prepositions (at, in, on)

- Example: “I answer emails in the morning.”

TALKING ABOUT YOUR TASKS

Using “and” to connect tasks

- Example: “I answer emails and attend meetings.”

Asking questions about job duties

- Example: “Do you prepare reports?”

Negative sentences

- Example: “I do not attend meetings in the afternoon.”

SENTENCE STRUCTURES

Useful phrases to start talking about your tasks:

- “My job is to...”
- “I am responsible for...”
- “I do many tasks, such as...”

Present Simple vs. Present Continuous:

- Duties: I prepare invoices every day.
- Now: I’m preparing an invoice now.

Connectors for sequences

- First, I check messages. Then, I update the schedule. After that, I call clients. Finally, I write a report.



MANAGE

Meaning: To be in charge of something
Example: I manage the sales team.

ORGANIZE

Meaning: To arrange or plan activities
Example: I organize meetings.

KEY VERBS

HELP

Meaning: To give assistance
Example: I help new employees.

SUPPORT

Meaning: To provide help or backing
Example: I support the marketing department.

CREATE

Meaning: To make something new
Example: I create reports every week.

TRAIN

Meaning: To teach or develop skills
Example: I train new staff.

KEY VERBS

REPORT

Meaning: To give information to someone
Example: I report to the manager.

SUPERVISE

Meaning: To watch and direct work
Example: I supervise office staff.

COMMUNICATE

Meaning: To share information

Example: I communicate with clients.

WORK

Meaning: To do a job

Example: I work in customer service.

KEY VERBS

COORDINATE


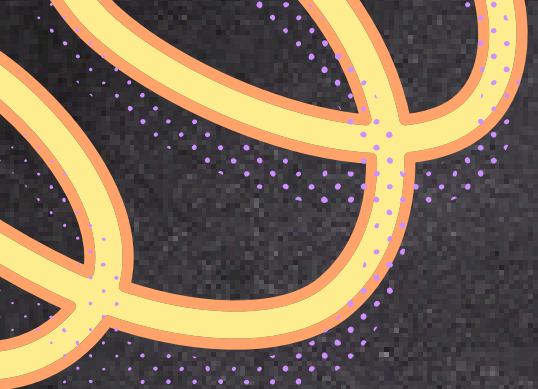
Meaning: to work together with someone

Example: I coordinate with suppliers on delivery dates.



ARRANGE

Meaning: To plan or set up something

Example: I arrange travel for managers.



ACTIVITY TIME





**THANK YOU
VERY MUCH!**