

I. Conversation about Job

Vocabulary

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|-----------------------|------------------|
| 1. Work (n) | 16. Employee |
| 2. Work (V) | 17. Employer |
| 3. Responsibility (n) | 18. Answer (n,v) |
| 4. Responsible (adj) | 19. Position |
| 5. Occupation (n) | 20. Sell |
| 6. Handle (v) | 21. Manage |
| 7. Duty (n) | 22. Entrepreneur |
| 8. Report (v) | 23. Unemployed |
| 9. Report (n) | 24. College |
| 10. Operate | 25. Student |
| 11. Calculate (v) | 26. As |
| 12. Count (v) | |
| 13. Supervise (v) | |
| 14. Promote | |
| 15. Promote | |

Dialog I Question and Answer

A : What is your job?

B : My job is a secretary

A : What are your responsibilities?

B : My responsibilities are to arrange the schedule for my boss, to pick up the phone to do correspondence and other secretarial duties

Dialog II

A : What is your occupation?

B : I am an accountant

A : What do you do every day as an accountant?

B : I handle book keeping and make a financial report

Grammar

Present Tense

1. I work as a marketing staff at PT. ABC
2. She works as a customer service in that bank
3. I am an employee in that company
4. My friend is very friendly and smart
5. He makes a daily reports
6. He is in the factory at the moment
7. We work from Monday till Friday at 9 a.m. to 5 p.m.

II. Conversation about company

Vocabulary

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|------------------------------|------------------|
| 1. Company | 16. Labour |
| 2. Produce | 17. Worker |
| 3. Product | 18. Shift Time |
| 4. F & B (Food and Beverage) | 19. Raw Material |
| 5. Textile | 20. Goods |
| 6. Service | 21. Ware House |
| 7. Electronics | 22. Distributor |
| 8. Stationary | 23. Retailer |
| 9. Hotel Business | 24. Shop |
| 10. Embassy | 25. Branch |
| 11. Foreign Company | 26. Head Quarter |
| 12. Government Company | 27. Equipment |
| 13. Institution | |
| 14. Expatriates | |
| 15. Employer | |

Asking information about company

1. What does your company do?
2. What is your company business?
3. What company do you work?

Dialog I

A : What company do you work?

B : I work for PT. ABC

A : What does your company do

B : Our company produces food and drinks

Dialog II.

A : Where do you work

B : I work at PT. LG

A : What is your company business

B : Our company business is electronics

Present Tense

1. He doesn't work in that company
2. Mr. John isn't at the office at few moment
3. We don't receive a bonus from him
4. The products aren't good so we don't want to buy them any more
5. She doesn't arrive on time