

GREETING A CLIENT (3)
Describing Professional Activities (02)

IN CONTEXT 5 - 8 min

Classify the professional activities according to the jobs:

attend conferences
effectively
operate equipment

apply safety regulations
report to executives

communicate
assist colleagues

All professions	Operators	Managers
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Can you think of 2 more jobs for each category?

VOCABULARY 8 - 10 min

Observe the vocabulary list:

1. To attend : to be present	6. To assign: to give responsibilities to do something
2. To lead: to conduct, direct	7. To communicate: to exchange information, ideas
3. To manage: to administrate people / a business	8. To take care of: to be responsible for
4. To perform: to do	9. To operate: to manipulate
5. To implement: to execute	10. To apply: to use a regulation, an instruction

Complete the expressions with the verbs above:

- | | |
|--|---------------------------------|
| a. <i>To implement</i> quality control | e. _____ effectively |
| b. _____ and <i>to lead</i> meetings | f. _____ writing a presentation |
| c. _____ tools, machinery | g. _____ responsibilities |
| d. _____ the company philosophy | h. _____ a team |
| | i. _____ an evaluation |

In your opinion, which professional activity is the most important in your job?

DESCRIBING PROFESSIONAL ACTIVITIES 10 - 15 min

When reading job ads or making small talk* a common topic is describing professional activities a person regularly does at work.

*Small talk is to have a conversation about common topics that are not personal or confidential. (job, weather, hobbies, places)

Read the job descriptions:

Hospital Administrative assistant:

The Administrative Assistant **performs** and does a variety of tasks to **assist** the hospital employees. The Administrative Assistant will **communicate** continuously with doctors and greet patients and visitors. The assistant will **report** important information to doctors when necessary. The position will also be responsible for **operating** and maintaining office equipment.

Quality Engineer:

The quality engineer **makes** decisions to improve* processes by **attending** and **leading** meetings. The engineer **consults** manufacturing and engineering departments to solve product quality issues. The engineer **assigns** tasks to his team members.

The engineer **implements** methods and procedures to guarantee product quality.

* make better

Machine Operator:

The machine operator **applies** safety rules and respects security instructions. The operator **executes** repetitive movements and **manages** minor equipment adjustments. The operator **takes care of** one or two machines during a typical working day.

To describe professional activity, these verbs can also be used with the nouns in the chart below.

Describing professional activity:	
1. To take care of	people, reports, _____
2. Attend	a course, meetings _____
3. Lead	projects, meetings _____
4. Manage	employees, a program _____
5. Execute	instructions, regulations _____
6. Make	decisions, comments _____
7. Implement	a process, regulations _____
8. Assign	a task*, a training _____ to someone
9. Apply	a method, a strategy _____
10. Operate	a product, equipment _____

*a job you have to do generally for a specific date (or deadline)

Complete the list above:

tools- a team - conferences -money - a philosophy - suggestions - a law - a mission - solution -documents

VOCABULARY 8 - 10 min

Match the vocabulary and definitions:

1. To attend	a. to manipulate
2. To lead	b. to exchange information, ideas
3. To manage	c. to do an examination/diagnostic
4. To perform	d. to conduct, direct
5. To implement	e. to administrate people / a business
6. To assign	f. a solution, a modification
7. To communicate	g. to be present
8. To take care of	h. to be responsible for
9. To operate	i. to give responsibilities to do something
10. To apply	j. to execute regulations, instructions

Match the verbs 1 to 8 with the information indicated a to h.

- | | |
|--------------------|---------------------------|
| 1. To attend | a. by web conference |
| 2. To lead | b. employees |
| 3. To manage | c. new regulations |
| 4. To take care of | d. work to employees |
| 5. To implement | e. a presentation on time |
| 6. To assign | f. a client in difficulty |
| 7. To communicate | g. a test, a trial |
| 8. To perform | h. A project |

WRITING 10 - 12 min

Complete the sentences with the verbs. Conjugate the verbs.

take care of - attend - lead - manage - implement - assign - apply - operate

1. The Director _____ a presentation yesterday from our associates.
2. My boss _____ tasks to my colleague and me.
3. As the General sales manager, I _____ a team of 4 salespeople.
4. The supervisor _____ the meeting efficiently by speaking clearly and giving the opportunity to all participant to speak.
5. I'm _____ adding new information in the next year catalog.
6. The company _____ new practices among employees.
7. I can _____ equipment.
8. My colleague _____ all the regulations to not have any accidents in the production line.

Write sentences with the words:

We will execute	The company		are assisting each other	the new concepts to	To meet the deadline.	provided.	
The middle management	My colleague and I	→	communicate in a polite manner	all the suggestions	→	to ensure work ethic.	to upper management.
Employees must	The team will implement		will apply	will report all decisions made		the project immediately.	this vision to succeed.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

SPEAKING 5 - 8 min

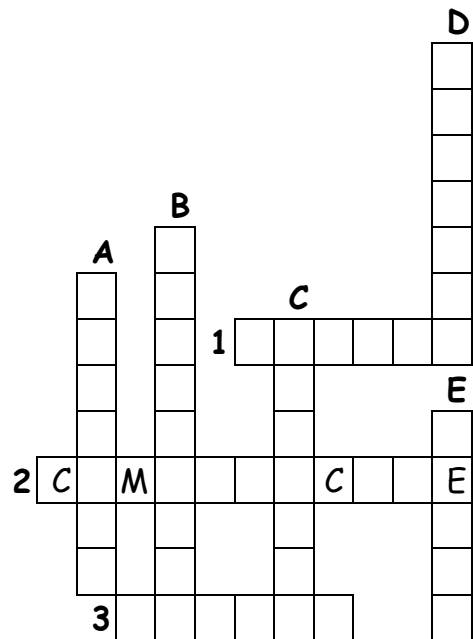
Describe your professional activities.

Tell your teacher about the most common tasks or activities you do at work using the verbs:

- | | |
|----------------|-----------------|
| 1. attend | 6. implement |
| 2. report | 7. take care of |
| 3. communicate | 8. perform |
| 4. lead | 9. manage |
| 5. assign | 10. operate |

QUIZ 10 - 12 min

Complete



Across

- (1) These companies _____ their own finance.
- (2) I _____ continuously with upper management by e-mail, phone and during meetings.
- (3) The lawyers _____ their clients in their cabinet.

Down

- A. We need to _____ better and have more sales.
- B. To _____ new laws won't solve this issue.
- C. My boss and his team _____ goals to each department.
- D. These men _____ machinery in dangerous conditions.
- E. The CEO leads the company effectively.

Rearrange the words to form sentences:

1. judge. / lawyer / The / care of / defends / in / the / takes / of / his / and / them / clients / front /
2. regulation. / report / site / claims / is / the / not / compliance / The / with / that / in
3. ISO 9000 / to / for / the / This / needs / apply / certification. / company
4. about / The / making / executives / this / are / decisions / issue.

Complete the job ad: manage - report - implement - assist - manage

Project Coordinator:

The Project coordinator

- _____ programs focusing on merchant*'s needs.
- _____ the merchant in the completion of paperwork.
- _____ packaging production for merchants that order materials.
- _____ in a continuous manner with merchants through.
- _____ his activities monthly through the internal system.