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| <b><i>Describing your job</i></b>   |
| <b>Elementary</b>   |
| I am <b>a</b> (secretary / manager / technician ...).                                 |
| I am <b>an</b> (accountant / electrician / assistant).                                |
| I work as <b>a</b> (secretary / manager / technician ...).                            |
| I work as <b>an</b> (accountant / electrician / assistant).                           |
| I work for (Bensons).   |
| I work for a company called (Bensons).  |
| I work in a (factory/office/shop ...).  |
| I work at a train station.  |
| I work at night.  |
| I work at home.   |
| I work from home.   |
| I work full-time/ I work part-time.   |
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| <b>Intermediate</b>   |
| I work for myself, I'm self-employed/ I have my own company.                          |
| I'm currently working as a (secretary / manager / technician ...).                    |
| I've been with (Bensons) since 2014/ for five years.                                  |
| I've been <b>a</b> (secretary / manager / technician ...) since 2014/ for five years. |
| I work in the advertising industry.   |
| I'm responsible for (marketing).  |
| I'm in charge of (marketing).   |
| I'm in charge of the (marketing) department.  |
| I manage the (marketing) team.  |
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| <b>Advanced</b>   |
| My responsibilities include dealing with (customer complaints).                       |
| I ensure that the (marketing) is carried out correctly.                               |
| I deal with (customer complaints).  |
| I handle (customer complaints).   |

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| I manage (a large team)/ I supervise (a large team). |
| I oversee (a large team).                            |
| I advise (clients about ...).                        |
| My role is to (manage a large team).                 |
| I report to (the CEO).                               |
| I work with (the R&D team).                          |

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| <b><i>Describing a company</i></b>                                  |
| <b>Elementary</b>   |
| This company is present in 20 countries worldwide.                  |
| We have offices in (France/Italy/the USA).                          |
| We have sites in (France/Italy/the USA).                            |
| We're a multinational company.                                      |
| We're a local company/ We're a small business.                      |
| We're a start-up.   |
| <b>Intermediate</b>   |
| The company was founded in (1966).                                  |
| The company was set up in (1966).                                   |
| The company was established in (1966).                              |
| The company was started in (1966) by (Harold Benson).               |
| Our turnover is around 6 million euros.                             |
| We make annual profits of 3 million euros.                          |
| Our head office <b>is</b> in Paris.                                 |
| Our headquarters <b>are</b> in Paris.                               |
| The company is based in (France)/ is located in (France).           |
| Our head count is (around 5000) people worldwide.                   |
| Around (5000) people are employed by (Bensons) around the world.    |
| The company has (around 5000) employees.                            |
| We are the (biggest/oldest/most profitable) company in this market. |
| We are the market leaders in (this industry).                       |

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| We make (parts for cars)/ We produce (parts for cars).   |
| We manufacture (parts for cars).                         |
| We do research into (new vaccines).                      |
| We carry out research into (new vaccines).               |
| We sell (parts for cars).                                |
| Our main activity is (selling parts for cars).           |
| We are involved in (marketing / advertising ...).        |
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| <b>Advanced</b>  |
| We provide (insurance/healthcare/cleaning ...) services. |
| We help customers to (find/decide/invest ...).           |
| We offer to (clean/organise/analyse ...).                |
| Our customers rely on us to (find/decide/invest ...).    |
| We supply (parts for cars).                              |
| We distribute (parts for cars).                          |
| We have subsidiaries in (several countries).             |
| We're a privately-owned company.                         |
| We're part of a large corporation.                       |
| We're a non-profit organisation.                         |
| We're a charity organisation.                            |
| We do business with (car manufacturers).                 |
| Our clients/customers include (Bensons).                 |
| We merged with (Bensons) in (1995).                      |
| We were taken over by (Bensons) in (1995).               |
| The company changed its name to (Bensons) in (1995).     |
| The company was floated on the stock exchange last year. |
| The company is listed on the London Stock Exchange.      |

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| <b><i>Describing how a company is organised</i></b>                                 |
| At the head of our company is (Harold Benson), our company President.               |
| At the head of our company is (Harold Benson), our CEO (= Chief Executive Officer). |

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| Below the President is the Managing Director.                                |
| The company is divided into (seven) different departments.                   |
| Each department has its own manager.   |
| The (Shipping) department consists of the (Transport and Warehouse) teams.   |
| The (Shipping) department also includes the (Transport and Warehouse) teams. |
| I report to the (Human Resources) manager.                                   |
| (15) people report to the (Human Resources) manager.                         |
| There are (15 people) in the (Human Resources) team.                         |
| The (Human Resources) manager has (15) direct reports.                       |
| The (Human Resources) manager has (15) people in his team.                   |
| The (Human Resources) manager is responsible for (15) people.                |
| The (Human Resources) manager oversees (15) people.                          |
| The (Human Resources) manager is in charge of (15) people.                   |
| The (Human Resources) manager runs the (Human Resources) department.         |
| (John Smith) manages the (Human Resources) department.                       |