

## Business English : Useful Expression on Business English

### Expressions Used in Job Responsibilities



#### •What do you do (in your job)?

I take care of corporate accounts.

I usually answer telephones.

I mainly write reports.

I repair jet engines.

#### •What is your main job?

I am responsible for watering the plants.

#### •What are you in charge of?

I am in charge of training employees.

### Listening Comprehension

Watch the video below and Test your Listening Skills in a Fast Paced Conversation in a Business setting.

You can see the whole lesson from your teacher, please ask them to send it to you before the class.

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